Training Officer - Based in Bangkok

November 2026

Established in 2002, Baan Dek Foundation is a not-for-profit, non-governmental organization that aims to provide access to essential education, health, and child protection services to disadvantaged children and families living in construction site camps. Through field projects and advocacy activities, BDF aims to improve access to services for the estimated 60,000 children connected to the construction sector in Thailand.

As part of the systemic impact program work, BDF has launched the Building Social Impact (BSI) Initiative, a private sector engagement program to work in partnership with construction and real estate companies to improve the living conditions and access to public services for workers and children living in construction site camps across Thailand. Under this program, BDF has developed a BSI Framework for Action, 12 practical recommendations for companies to undertake in their construction site camps, and a Toolkit for conducting self-assessments and developing action plans to improve the conditions for workers and their families in construction camps.

Job Description:

Job Title: Training Officer
Type of Contract: Open-ended contract
Department: Systemic Impact Department
Location: Bangkok, Thailand
Expected Start Date: Jan 2027

Job Overview:

The Training Officer will play a key role in strengthening the capacity of BSI member construction companies, contractors, subcontractors, and other relevant stakeholders to improve the living and working conditions of construction workers and their families living in construction camps.

The position is responsible for designing, developing, and delivering training programmes on the Building Social Impact (BSI) Framework, Environmental, Social and Governance (ESG), Business and Human Rights, Human Rights Due Diligence (HRDD), Responsible Business Practices, and social sustainability.

The Training Officer will deliver both face-to-face and online training, applying adult-learning principles and learner-centered approaches to ensure effective knowledge transfer and practical application. The role also involves providing technical support to companies in implementing their action plans, monitoring and evaluating training outcomes, and developing digital learning materials and online programmes to promote sustainable improvements across the construction sector.

Role and responsibilities include but are not limited to:

A. Training and Event Preparation and Coordination

- Prepare and coordinate administrative, logistical, and procurement processes for training sessions, workshops, meetings, and other programme activities.
- Oversee and coordinate all pre-session arrangements, including training venues, equipment,

materials, refreshments, meals, and other logistical requirements.
- Facilitate communication and coordination with company focal points, including HR personnel, occupational health and safety officers, camp managers, contractors, subcontractors, and other relevant stakeholders.
- Support effective coordination and collaboration among participating companies and relevant stakeholders to facilitate the implementation of the BSI Framework.

B. Training Delivery and Technical Support

- Design and deliver online and face-to-face training programmes for diverse groups of learners and stakeholders, including company management and executives, HR personnel, occupational health and safety officers, camp managers, main contractors, subcontractors, construction workers, worker representatives, migrant workers, and government officials.
- Apply adult-learning principles, participatory methodologies, and learner-centred approaches to promote effective learning, engagement, and practical application.
- Provide technical support and guidance to BSI member construction companies in implementing their Company Action Plans and strengthening their capacity to apply the BSI Framework in practice.
- Identify organisational and stakeholder capacity-building needs and develop appropriate training packages, learning resources, and technical support interventions.
- Support companies in strengthening the capacity and accountability of contractors and subcontractors regarding workers' rights, welfare, occupational health and safety, and worker camp management.

C. Training Strategy and Development

- Develop and maintain training curricula, session plans, presentations, facilitator guides, practical exercises, case studies, and other learning resources to support effective online and face-to-face training delivery.
- Review and continuously improve existing training curricula, materials, and delivery methodologies to respond to evolving company needs, stakeholder capacity gaps, and BSI programme objectives.
- Collaborate with the Training Team and other departments to ensure the quality, consistency, and effectiveness of training programmes and capacity-building activities.

D. Data Collection and Training Evaluation

- Prepare meeting notes, training records, and documentation of key discussions, decisions, participant feedback, and lessons learned.
- Coordinate quantitative and qualitative data collection to monitor improvements in the living conditions and well-being of construction workers and their families living in construction camps.
- Coordinate the implementation and use of BSI assessment tools, including the Self-Assessment Tool (SAT), and provide technical guidance to participating companies where necessary.
- Coordinate the collection of feedback and lessons learned to support the improvement of training programmes.

Other Responsibilities

- Promote a constructive working environment, information sharing, and collaboration within the team and with partners.
- Support the Management Team in implementing organisational activities and projects as required.

- Uphold Baan Dek Foundation's values, policies, and objectives.

Education

- Bachelor's degree or higher in Education, Social Sciences, Sociology, Psychology, Law, Business Administration, Human Resources, Public Health, Occupational Health and Safety, or other related fields. Candidates with a relevant undergraduate degree combined with substantial professional experience may also be considered.
- Additional qualifications or professional training in ESG, Sustainability, Business and Human Rights, Human Rights Due Diligence (HRDD), or Occupational Health and Safety are highly desirable.
- Candidates holding a Professional Safety Officer (Professional Level – จป.วิชาชีพ) certification are strongly encouraged to apply.

Qualifications and Experience

- Minimum 3–5 years of relevant professional experience, including at least 2–3 years of demonstrated experience in training, facilitation, capacity building, or learning and development.
- Good understanding of adult-learning principles, participatory training methodologies, and curriculum development.
- Experience in designing and delivering training on one or more of the following topics: ESG, Business and Human Rights, the UN Guiding Principles on Business and Human Rights (UNGPs), Human Rights Due Diligence (HRDD), Responsible Business Practices, or Social Sustainability would be desirable.
- Experience in delivering both face-to-face and online training. Experience working with or delivering training to private-sector companies, contractors, subcontractors, or stakeholders in the construction sector is highly desirable.
- Experience in facilitating learning and capacity-building activities for diverse groups, including people from different professional, cultural, and socio-economic backgrounds, would be an advantage.
- Sound understanding of human rights, child rights, social development, and responsible business practices.
- Knowledge or experience in occupational health and safety, labour rights, worker welfare, worker camp management, or labour protection would be desirable.
- Proficiency in Microsoft Office, particularly PowerPoint and Excel, Google Workspace, and online training platforms such as Zoom or Microsoft Teams.
- Strong communication, presentation, facilitation, coordination, and teamwork skills, with the ability to work effectively with diverse stakeholders.

Language Requirements

- **Thai:** Fluency in spoken and written Thai is essential.
- **English:** Good verbal and written proficiency (B2 level or above preferred).

Working Hours: Full-time, Monday to Friday, with occasional evening and weekend work depending on training schedules and programme requirements.

Salary and Compensation: Competitive salary based on qualifications and professional experience.

Baan Dek Foundation offers an opportunity to join a dynamic and collaborative team and contribute to meaningful social impact initiatives that improve the well-being and rights of construction workers and their families.

How to Apply: (Important)

If you are interested in applying for this position, please send all applications in English a **CV (Resume)**, the names and contact details of **two references**, and a **cover letter explaining your interest in the position and relevant expertise** to https://baan-dek.jobs.personio.com/job/2876850

***** Important: Only a complete application (Resume + cover letter specific to motivation and relevance for this position) will be considered. ***** Only short-listed candidates will be contacted for an interview in English.

Equal opportunity: Baan Dek Foundation is an equal opportunity employer. The organization shall not resume discrimination and will take affirmative action measures to ensure against discrimination in advertisements for employment, recruitment and other conditions of employment, preventing discrimination against any job applicant or employee on the bases of race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.

Child Safeguarding: To comply with BDF's Child Protection and Safeguarding Policy, the selected candidate will be requested a copy of his/her criminal record(or clearance certificate) **and 2 professional references** contact Adhering to BDF's policies means to comply with our Child Protection and Safeguarding, PSEA Policy, Anti-Corruption Policy.

Closing date for applications: 10 December 2026
Please note that applications will be reviewed on a rolling basis and the position will remain posted until a qualified candidate is selected.

More details on Baan Dek Foundation's projects is available at www.baandekfoundation.org.