**Position: Training Officer, Micron Aftercare program**

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| **Location:  UCHO, Delhi** |  |
| **Reports To: Regional Manager** |  |
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| **Section 1 | About Udayan Care** |
| Udayan Care, an ISO 9000-certified organization, has been working for the quality care of disadvantaged children, women, and youth for over 24 years, with the endeavor of providing sustainable rehabilitation. The mission of “a nurturing home for every orphaned child; an opportunity for higher education for every girl and every adult; the dignity of self-reliance and the desire to give back to society”, drives its 140 employees and close to 800 volunteers to action.  Based on the belief that a loving home & family are the rights of every child, Udayan Ghars are long-term residential homes that nurture children who are orphaned or abandoned in a family environment. Beyond 18, they get aftercare support and are educated and trained further, till they are job-ready and independent. Udayan Care has been accredited by Give India, Guidestar & Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the National Award for Child Welfare 2014, India’s highest commendation for a non-profit child welfare organization constituted by the Govt. of India.  Udayan Care is implementing a project on skilling aftercare youth for their economic empowerment and this is an intensive intervention to demonstrate models of care for children and youth and ensure standards of care for children living in institutional care by aiming to enhance their life outcomes. |

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| **Section 2 | Purpose of the Role** |
| The role holder is accountable for the management of the training/capacity building component of the alternative care/aftercare projects being undertaken by the A.R.T. department of Udayan Care in  Madhya Pradesh, and for achieving the best outcomes for children living in alternative care/ residential care as well as youth or care leavers who have left such care by developing, facilitating and conducting trainings for children, youth as well as various external stakeholders in Alternative Care domain. The role envisages the development of modules/manuals and training curriculum along with related facilitation materials for the workshops, identification of other relevant training programs and vocational courses as per the age group of children and youth in other institutes, agencies, and govt. departments, linkages, and enrolment in these courses and work on related job placements for 1+ youth. The role also includes mobilizing care leavers to form their peer support networks. |
| **Section 3 | Key Responsibilities** |
| **Overall**  Lead the coordination work of ToTs with the project manager  Draw overall training and development plan.  Deploy a wide variety of training methods and facilitation guides  Developing modules/manuals, curriculum, and training materials for the training with children and youth  Share data and outcomes, case studies of all training work and prepare all training reports, analysis of trainers' assessments  Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals, and consultation with line managers  Coordinate and train children and youth in CCIs and aftercare homes  Coordinate training of state care leavers network  Work with CCI staff for linkages, placement and restoration work, and follow-ups  Monitor and evaluate the training program’s effectiveness, and success periodically and report on them  Manage training budget  Document workshops and prepare reports and case studies |
| **Miscellaneous**  Participate in external training programs on alternative care  Attend and document team meetings and supervision meetings  Ensure professional knowledge is continuously updated  Support team in project-related activities as and when required  **Any other job or related task as advised by the Managing Trustee/ A.R.T. Director**  *Traveling and Weekend hours (shall be required from time to time)* |
| **Section 4 | Skills & Knowledge** |
| **Skills**  Ability to engage with and communicate at the program level  Training and presentation skills  Ability to work directly with children and young persons as well as senior govt. officials  Ability to plan and prioritize workload effectively  Written and oral communication skills, both English and Hindi  Assessment, facilitation, coordination, creative and analytical skills  Networking Skills, Problem-solving skills  Literacy in computers – Word, PowerPoint, Excel, electronic communication  Ability to think and act on own initiative  Ability to effectively advocate, coordinate, and communicate with various government functionaries.  Exposure to theatre and creative modes of communication and engagement |
| **Knowledge**  Awareness of key requirements of JJ Act 2000/ 2015/ UNGACC for the care & protection of children and youth  Understanding of the situation in Alternative Care models in India |
| **Section 5 | Experience and Qualifications** |
| **Experience**  Around 5+ years of work experience in delivering training programs preferably in Child care/NGO sector  **Educational Qualifications**  Masters in Social Work / Child Psychology/ Education |

**Mandatory Safeguarding Requirement:**

Child/Youth Protection and Safeguarding Policy: Udayan Care accords the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation, or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.

Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware of, and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care.

**How to Apply:** Please download and fill out the Application form and send it to [hrd@udayancare.org](mailto:hrd@udayancare.org) along with your updated CV.  Do mention the post you are applying for in the subject line.