**Training Coordinator, Alternative Care**

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| **Location:** | **Hyderabad** |
| **Reports to:** | **Asst. Director Advocacy, A.R.T.** |
| Section 1 | About Udayan Care  |

“Udayan” is a Sanskrit word that means “Eternal Sunrise.” We strive to bring sunshine into the lives of the underserved sections of society that require intervention. Registered in 1994 as a Public Charitable Trust, Udayan Care works to empower vulnerable children, women, and youth, in 36 cities across 15 states of India. Starting with one childcare home in 1996, Udayan Care has supported different disadvantaged groups by establishing more group homes, enabling girls’ higher education, providing vocational training and livelihood programs, and advocating for better standards in institutional care and alternative care space. In 29 years, we have directly impacted the lives of over 35000 children, women, and youth as beneficiaries as well as lakhs more as indirect beneficiaries through our programs, training, and advocacy efforts. This was made possible only through the support of like-minded people, donors, partners, volunteers, and staff, who believed in our work and mission.

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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 Hyderabad to achieve 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 training for children, youth as well as various external stakeholders in Alternative Care domain. The role envisages the development of modules/manuals and training curricula along with related facilitation materials for the workshops. The role also includes mobilizing care leavers to form their own peer support networks. |

| Section 3 | Key Responsibilities  |
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| * Successfully implement the project activities on ground in overseeing all aspects of projects.
* Advocate, coordinate, influence and communicate with senior government officers and District Administration to carry out activities under the project and work directly with different stakeholders at state level, such as government, funding agencies and corporations, other NGOs, Consultants, etc. to ensure deliverables and be the face of the organisation in the state.
* Plan, organize, and administer the prescribed curriculum.
* Develop and issue educational content including notes, tests, and activities that facilitate students' acquisition of basic and advanced computer skills.
* Invigilate and assess assignments, quizzes, and examinations and distribute periodic progress reports of the students.
* Coordinate and deliver training sessions with children and youth, conduct effective induction at program level and taking orientation sessions, along with other resources and trainers
* Monitor and evaluate training program's effectiveness & success periodically, and report on them.
* Data entry for monitoring & evaluation and Data compilation
* Develop presentations for publicity and campaign work, community surveys, and other stakeholders.
* Publicize programmes to target potential communities so as to attract a large pool of enrollments at the centers.
* Plan and implement educational activities, co-curricular activities, large and small group workshops, social service activities, annual day celebration and events at the center.
* Prepare and submit written weekly reports to the Head of the Programme.
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| Section 4 | Experience & Qualification |
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| * More than 5 years of work experience in a relevant field. Preferably in the NGO Sector.
* Masters in Social Work / Child Psychology/ Education.
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| Section 5 | Skills and knowledge |
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| * Knowledge of key requirements of JJ Act 2000/ 2015 for the care & protection of children is a must.
* Awareness of theories of child development & impact of trauma on normal development.
* Excellent written and verbal communication skills in both Hindi and English.
* Project management skills.
* Proficient with Microsoft Excel, Word, and PowerPoint.
* Strong analytical and problem-solving skills
* Zeal to work in the community.
* Strong interpersonal skills and social values.
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*Udayan Care is an equal-opportunity employer. Applicants and employees are not discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by laws in India. 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. We ensure that all employee, consultant, contractor, supplier, vendor, or resource person understands and signs off on our 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 recruitment@udayancare.org along with your updated C.V. Contact Person: Anam Khan and Mamta (HR Coordinators)

**Clause:**

**Child Protection and Safeguarding Policy:**

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