**Soft Skills Trainer – UCIT Program**

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| **Location:** | **Mumbai & Vadodara****( Two Positions )** |
| **Reports to:** | **Assistant Director**  |
| 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 28 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.**Udayan Care IT Program**: Udayan Care’s Information Technology & Skill Centres were initiated in 2004 to enable underserved youth and adults to improve their livelihood options and contribute to their family income. Our Centers offer certificate and diploma courses in basic as well as advanced computer applications, such as Microsoft, Tally and Graphic and Print design, keeping employability skills at the center of its approach. Spoken English, life skills training and job readiness training are also part of the curriculum. Currently, there are 19 Information Technology Centres across India. 11 of these centers have empaneled with NSDC (National Skill Development Council).  |

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| Section 2 | Purpose of the Role  |
| Under supervision from the HOD, the Soft Skills Facilitator assumes responsibility for the facilitation of Soft Skills Training offered at Udayan Care. He/she will follow the prescribed curriculum/calendar of activities that are designed to develop the soft skills of the students. This is done to increase their skill level in order to secure employment. This is inclusive of mock job interviews, job counseling to students, sensitivity awareness and training for existing and potential employees in the center. |

| Section 3 | Key Responsibilities  |
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| * Plan, organize, and administer the prescribed curriculum with the support of the IT Program Coordinator.
* Facilitate day-to-day classes to assist students in gaining knowledge and soft skills needed to secure employment.
* Conduct classes in an atmosphere that promotes caring and respect in accordance with the Mission and Vision of Udayan Care.
* Impart training on communication, intercultural or interpersonal skills, workplace readiness, behavioral and personality development etc.
* Assess and evaluate students for their proficiency, comprehension, familiarity with the course/subject, job-readiness.
* Lead, support & facilitate student selection & enrollment and placement efforts along with other center personnel.
* Prepare and submit written weekly reports to the Head of the Program.
* Work closely with IT Program Coordinator and HOD of the Program.
* Plan and implement educational activities, co-curricular activities, large and small group workshops, social service activities, annual day celebration and events at the center.
* Instruct students in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes.
* Ensure the delivery of services which are reflective of an independent living, self-sufficiency, and empowerment.
* Maintain necessary documentation for the center records, billing and organizing program activities.
* Willing to travel.
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| Section 4 | Experience & Qualification |
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| * 6 to 24 months of work experience in a relevant field (Preferably in the NGO Sector).
* Prior Experience in leading an NGO in program implementation or teaching will be preferred.
* Relevant training certification in Soft Skills
* Graduate or postgraduate in any stream
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| Section 5 | Skills and knowledge |
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| * Strong interpersonal skills and social values
* Should demonstrate patience & perseverance
* Strong analytical and problem-solving skills
* Excellent written and verbal communications skills.
* Zeal to work in the community.
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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 the Application form and send to mamta@udayancare.org and recruitment@udayancare.org along with your updated C.V.

Contact Persons: Mamta and Anam (HR Coordinator)

**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.