**Soft Skills Trainer (Male)**

**UCIT Program**

**Organization: Udayan Care**

**Location: New Kondli**

**Reports to: Assistant Director**

**About Udayan Care**

Udayan Care, an ISO 9000-certified organization, has been working for the quality care of disadvantaged children and women, and youth for over 29 years, with the endeavor of ‘making young lives shine’. 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 employees to action. UC advocates and influences policy change in the alternative care space, by researching and creating evidence, training functionaries, and developing policy briefs, and research papers.

UC has been accredited by Give India and Credibility Alliance for its transparent and credible performance. Udayan Care is registered with NITI Aayog’s NGO Darpan. It has been a recipient of the prestigious National Award for Child Welfare by the President of India in 2014. For more details, please visit [www.udayancare.org](http://www.udayancare.org)

**Purpose of the Role**

Under the supervision of 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 centre.

**Key Responsibilities**

* 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, and job readiness.
* Lead, Support & Facilitate Student selection, enrolment, and placement efforts along with other centre personnel; Student Counselling.
* Prepare and submit written weekly reports to the Head of the Program.
* Work closely with the 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 celebrations, and events at the centre.
* Instruct students in job seeking, application procedures, resume writing, interview preparation, and job retention skills and attitudes.
* Ensure the delivery of services that are reflective of Independent Living, self-sufficiency, and empowerment.
* Maintain necessary documentation for the centre records, billing, and organizing program activities.

**Experience & Qualification**

* Graduate or postgraduate in any stream.
* 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
* Willing to travel within Delhi/NCR

**Skills and knowledge**

* Strong interpersonal skills and social values.
* Should demonstrate patience & perseverance.
* Strong analytical and problem-solving skills
* Excellent written and verbal communication skills.
* Zeal to work in the community.

**How to Apply:** Please download and fill out the Application form and send it to hrd@udayancare.org and [recruitment@udayancare.org](mailto:recruitment@udayancare.org) along with your updated CV.

**Clause:**

**Child Protection and Safeguarding Policy:**

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. Udayan Care gives the highest priority to its commitment to creating awareness and 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.