**Soft Skills Trainer – UCIT Program** 

**Organization: Udayan Care**

**Location: Noida Sector 80**

**Reports to: Assistant Director**

**About Udayan Care**

Udayan Care is a 30-year-old social purpose organization headquartered in Delhi and present in 16 states of India. Its programs focus primarily on children and young adults. Interventions like child protection, education, and skilling enable and empower them to strengthen their future and live a life of dignity. Udayan Care also advocates for the rights of children in alternative care.

**Purpose of the Role**

Under 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 counselling 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 Programme 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, behavioural and personality development etc.
* Assess and evaluate students for their proficiency, comprehension, familiarity with the course/subject, 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 Programme.
* Work closely with the IT Programme Coordinator and HOD of the Programme.
* Plan and implement educational activities, co-curricular activities, large and small group workshops, social service activities, annual day celebration 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 which are reflective of an Independent Living, self-sufficiency, and empowerment.
* Maintain necessary documentation for the centre records, billing and organizing programme 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 programme 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 communications skills.
* Zeal to work in the community.

**How to Apply:** Please download and fill the Application form and send to hrd@udayancare.org and recruitment@udayancare.org along with your updated C.V.

**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.