



Manager: Training & Development (USF)

Location: New Delhi
Reports to: Assistant Director
Date: December 2017

Section 1 | About Udayan Care

Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 23 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 for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 130 employees and close to 800 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realize their full potential.

Udayan Care has been accredited by Give India, GuideStar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honorable President of India awarded Udayan Care the **National Award for Child Welfare 2014**—India’s highest commendation for a non-profit child welfare organisation constituted by the Government of India for its efforts to bring smile in the life of young children.

Section 2 | Purpose of the Role

To ensure smooth running of the employability workshop model at USF program by training and developing Trainers, Students (Shalini’s) and Mentors in the ecosystem.

To build the capacity of Students (Shalini’s) by counselling and preparing the students to enhance their hiring potential in the job market.

Section 3 | Key Responsibilities

1. Business/Strategic

- Implementing a strategic plan for USF Employability Module – Both Short term and long term
- Spearheading the Career awareness, Skill Development, Mentorship and Placement models within USF Program
- Implement monitoring and evaluation systems and processes for USF employability module.

2. Operations

- Running and submitting reports related to employment number YOY
- Bringing in new employers to the list and tie up with their programs



Section 3 | Key Responsibilities

- Branding Udayan as a good place for hiring freshers across professions
- Ensuring skills workshops happen with employability focus
- Selecting Mentors Yearly - Corporate & Mentor Didi at USF
- Ensuring Mentor Didi's & Corporate mentors are trained quarterly
- Supervising aligning mentors to students and creating mentorship groups
- Ensuring that feedback from mentors and mentees is collected regularly
- Analyzing feedback forms and take suggested actions
- Overlooking the structure of mentorship as recommended is communicated and practiced within the USF ecosystem

Section 4 | Experience and Qualifications

Experience

- Minimum 10 years work Experience
- Familiar with social media platforms. Computer proficiency required.
- Student-centred professional in higher education with the ability and experience to interact and support a diverse student body in a positive, friendly, and welcoming manner.
- Work Experience with HR, preferred
- Willing to travel pan India

Educational Qualifications

- Master's degree required

Skills and Knowledge

- Collaborative style; experience in developing and implementing programme management and strategies.
- Excellent writing/editing and verbal communication skills
- Self-starter, able to work independently and with team; enjoys creating and implementing new



Section 4 | Experience and Qualifications

initiatives

- Exceptional stakeholder management skills with effective leadership skills to develop a strong team.
- An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
- Strong personal and social values.
- Proven time-management and problem-solving skills, and attention to detail.
- Excellent presentation, networking and communication skills. Collaborative and team oriented working style.
- Ability to build and maintain professional relationships with staff and students.
- Ability to handle difficult situations both robustly but also with tact and sensitivity.
- Good knowledge of Microsoft office.
- High-level skills in producing, analysing, interpreting and acting upon relevant information and data – particularly academic performance.
- Ability to build and manage relationships with students and stakeholders from a range of linguistic, ethnic and cultural backgrounds.
- The individual to share organizations passion to work in development sector.