**Soft Skills Trainer – UCIT Programme**

| **Location:** |  |
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| **Reports to:** | **Assistant Director** |
| Section 1 | About Udayan Care | |
| | Family is the anchor for an individual’s emotional and physical well-being. A weakened family structure or lack of it hinders the development of an individual into a confident, strong, and emotionally balanced individual, who is capable of caring for his/her own family in the future.  Udayan Care was established in 1994 by Dr. Kiran Modi. Udayan Care’s single-minded focus is on strengthening the family structure and it also informs and drives the curation and design of its programmes – whether simulating a family environment or supporting them through providing for education, vocational skills and employability training to children and youth coming from lower socio-economic strata, so that they can sustain and strengthen their families.   * Through the power of mentorship, we nurture children, who are orphaned, abandoned, and at risk, in the warmth of a simulated family environment at our 17 Udayan Ghars, in 4 States. Once the children reach the age of 18 years, they move into our Aftercare Programme and continue with higher education or vocational training towards employment. So far more than 1500 children and youth have been impacted through the programme. * We support higher education of young girls whose families cannot afford it through the Udayan Shalini Fellowship Programme. More than 11,000 Shalinis from 26 chapters across India, have gone on to complete their education since the programme’s inception in 2002. * We empower under-served youth and adults to improve their employability skills at 16 of our Information Technology and Vocational Training Centers across Delhi NCR, Kurukshetra (Haryana), and Srinagar (Uttarakhand). The plan is to roll out more centers across other states in the coming years. We are working with State governments of Bihar and MP to develop demonstrable models of Aftercare, in partnership with UNICEF. * Our Aftercare Outreach Programme started in 2020, caters to youth coming out of other Child Care Institutions. It encourages them to create associations and self-help groups which provides them with learnings and support of shared experiences. | | --- |   Udayan Care advocates for children’s rights in alignment with the Indian Constitution, the United Nations Convention on the Rights of the Child (UNCRC), and the Sustainable Development Goals, in its programmes, as well as through its efforts in advocacy, research, publications, and by organizing and participating in seminars and conferences, and through training, childcare cadres in standards of Alternative Care. | |

| Section 2 | Purpose of the Role |
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| 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 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, 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; Do Student Counseling * Prepare and submit written weekly reports to the Head of the Programme * Work closely with 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 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 programme activities |

| 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 programme implementation or teaching will be preferred. * Relevant Training Certification in Soft Skills * Graduate or postgraduate in any stream. * Willing to travel within Delhi/NCR |

| 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. |

**How to Apply:** Please download and fill the Application form and send to [hrd@udayancare.org](mailto:hrd@udayancare.org) and [recruitment@udayancare.org](mailto:recruitment@udayancare.org) along with your updated C.V. Contact Person: Anam Khan (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.