



Training Manager (For Alternative Care)

Location: New Delhi (The job will involve travelling to other cities)
Reports to: Director – Alternative Care/ COO
Date: April 2019

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 25 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 180 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

Udayan Care has been working for improving the standards of care in residential homes and building the capacity of staff working in different homes and departments. The Training Manager will impart training and coordinate the all aspects of an ongoing/future training including planning, organizing, leading, and controlling training activities within and outside of the organisation.

Section 3 | Key Responsibilities

1. Business/Strategic

- Developing and submitting proposal for training of staff in the field of the Alternative Care for children to government departments, institutions, NGOs
- Develop and monitor annual operating budget for the Training division with a Quarterly financial review with Finance Director and senior management
- Develop and implement monitoring and evaluation systems and processes for the training division
- Finding new opportunities for Capacity Building and Advocacy around Child and Youth Care
- Giving inputs for advocacy to the advocacy division



Section 3 | Key Responsibilities

2. Operations

- Ensure statutory compliance and timely reporting to government bodies and donors
- Booking of venue for training, logistics for the training programme
- Prepare training materials, presentation and impart the training
- Arrange internal and external capacity building opportunities for Children, youth and programme staff.
- Develop and measure the impact parameters for different training programme in a systematic way
- Ensure implementation of all training programme as per yearly calendar and plan
- Ensure expansion of training as per strategic plan for training division
- Regularly submit reports to donors and senior management
- Update information on website and social media regularly

3. People

- To lead a dedicated training team, identify talent within
- Liaise with long term volunteers like mentor parents and volunteers to keep them in good spirit
- Dealing with donors and government institutions on training requirements
- To coordinate with other NGOs on capacity building issues and workshops
- Capacity building of internal staff

4. Process

- Define standard operating procedures to ensure execution of training programme
- Track and measure the level of training programme on a periodic basis
- Ensure adherence to government acts, rules and guidelines
- Regularly update the training processes

Section 4 | Experience and Qualifications

Experience

- Around 7 or more years of work experience out of which at least 2 years on child rights or alternative care.
- Sound knowledge of JJ Act and other International and national child rights and child protection practices and norms
- Extensive experience of influencing senior internal and external stakeholders, and communicating to a variety of audiences.

Educational Qualifications

- Masters in Social Sciences/Arts/Law



Section 4 | Experience and Qualifications

Skills and Knowledge

- Excellent writing/editing and verbal communication skills
- Good skills in managing resources and donor reporting
- Self-starter, able to work independently and with team; enjoys creating and implementing new initiatives
- Exceptional stakeholder management skills
- An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
- Strong personal and social values.