

## Training Manager – Alternative Care

Location: Delhi/NCR  
Reports To: ED/COO



### Care Programme

#### 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 130 employees and close to 800 volunteers to action.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable 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 work as a part of a committed and dedicated care giving team comprising of managers, social workers, care staff, mentor parents and volunteers to achieve the best possible outcomes for children living in Udayan Ghars – Udayan Care’s children’s residential care programme for orphaned and abandoned children, by developing and conducting trainings for inhouse stakeholders; also trainings for external stakeholders in Alternative Care domain.

#### Section 3 | Key Responsibilities

##### Overall

- Identify training and developmental needs and drive suitable training initiatives that build loyalty to the organization
- Devise organizational training strategy, oversee its implementation and assess its outcomes.
- Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers
- Draw an overall or individualized training and development plan that addresses need and expectations.
- Deploy a wide variety of training methods.
- Developing modules for the training, delivering training sessions as and when required, conduct effective induction at program level and taking orientation sessions.
- Monitor and evaluate training program’s effectiveness, success periodically and report on them.
- Manage training budget

##### Miscellaneous

- Attend and document team meetings and supervision meetings in the home & HO
- Network with other NGOs and attend and document training events and workshops.
- Conduct training programmes with external stakeholders in Alternative Care space to ensure standards of care as per UNGACC and JJ Act are enhanced in their working
- Collaborate with inter & intra departmental collaterals; thereby meeting the larger goal of the organization.
- Ensure professional knowledge is continuously updated

#### Section 4 | Skills & Knowledge

##### Skills

- Ability to engage with and communicate at program level
- Ability to plan and prioritize workload effectively
- Written and oral communication skills
- Assessment and analytical skills
- Networking Skills, Problem solving skills
- Literacy in computers – word, power point, excel, electronic communication
- Ability to think and act on own initiative

##### Knowledge

- Awareness of key requirements of JJ Act 2000/ 2015/ UNGACC for the care & protection of children
- Awareness of theories of child development & impact of trauma on normal development
- Understanding of living in Alternative Care modes

#### Section 5 | Experience and Qualifications

##### Experience

Around 3-6 years of work experience in delivering training programs preferably in Child care/NGO sector

##### Educational Qualifications

Masters in Social Work / Child Psychology/ Education

**How to Apply:** Please download and fill the Application form and send to [jobs@udayancare.org](mailto:jobs@udayancare.org) along with your updated c.v. Do mention the post you are applying for in the subject line.

Contact Person: Divyansha (HR Coordinator)