

## Soft Skills Trainer (UCIT Programme)

Location: Delhi NCR  
Reports to: Sr. Manager/ Sr. Coordinator

### Section 1 | About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 24 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 900 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 realise their full potential.

### Section 2 | Purpose of the Role

Under supervision from the HOD, the Soft Skills Facilitator assumes responsibility of 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 centre

### Section 3 | Key Responsibilities

- Facilitates day-to-day classes to assist students in gaining knowledge and soft-skills needed to secure employment
- Conducts classes in an atmosphere that promotes caring and respect in accordance with the Mission and Vision of Udayan Care
- Plans, organizes, and administers the prescribed curriculum with the support of the IT Programme Coordinator
- Prepares written weekly reports to Head of the Programme
- Demonstrates understanding of Employability skills, teaching materials, and procedures with understanding of various teaching methods.
- Understands the need of and sensitivity to culturally diverse populations.
- Maintains close communication with IT Programme Coordinator and HOD of the Programme

### **Section 3 | Key Responsibilities**

- Instructs clients in job seeking, application procedures; resume writing, interview preparation and job retention skills and attitudes
- Provides job search/career information workshops and presentations as needed
- Facilitates career counseling, evaluation, skills training, job readiness training and other activities related to employment.
- Ensures 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

### **Section 4 | Experience and Qualifications**

Around 6 months to 2 years of work experience in relevant field. Preferably in NGO Sector.

Prior Experience in leading NGO in programme implementation or teaching will be preferred

Graduate or post graduate in any stream

Zeal to work in the community

Willing to travel within Delhi/NCR

### **Section 5 | Skills and knowledge**

- Strong analytical skills and good judgment
- Good communications skills, networking and relationship building skills with a wide range of individuals in public, private and non-profit sectors
- An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
- Strong personal and social values

**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. Contact Person: Sarika (HR Officer)