



Training Manager (For Alternative Care)

Location: New Delhi
Reports to: Director – Prog./ COO
Date: February 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 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 140 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
- Develop and monitor annual operating budget for the Training division with a monthly 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

2. Operations

- Ensure statutory compliance and timely reporting to government bodies and donors
- Booking of venue for training, logistics for the training programme



Section 3 | Key Responsibilities

- 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 programmes in a systematic way
- Ensure implementation of all training programmes as per yearly calendar and plan
- Ensure expansion of programmes as per vision documents
- Regularly submit reports to donors and senior management
- Update information on website and social media regularly

3. People

- To lead a dedicated programme team
- Liaise with long term volunteers like mentor parents and volunteers
- 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 programmes.
- 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.
- Experience of developing training modules and developing SOPs
- Experience of training the Government functionaries

Educational Qualifications

- Masters in Social Sciences/Arts/Law

Skills and Knowledge

- Excellent writing/editing and verbal communication skills
- Good skills in managing resources and donor reporting



Section 4 | Experience and Qualifications

- 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.
- The job will involve regular travelling.