

### Job Description –

|   |  |
|---|--|
| <b>Designation</b>                      | Manager- Talent Development & Engagement   |
| <b>Department</b>                       | Human Resources                            |
| <b>Location</b>                         | Mumbai                                     |
| <b>Employment Type</b>                  | Renewable Full Time Employment Contract    |
| <b>Report to</b>                        | Senior Manager- Organization Effectiveness |
| <b>Positions reporting to this role</b> | -  |

#### Organization Background:

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

#### Our Values

|                        |  |
|------------------------|--|
| <b>Gender Equality</b> | Being able to treat people equally irrespective of gender  |
| <b>Integrity</b>       | Possess the ability to “know and do” what is right   |
| <b>Excellence</b>      | Being outstanding or extremely good, striving to lead by performance excellence                            |
| <b>Collaboration</b>   | Working effectively and inclusively with a range of people both within and outside of the organization     |
| <b>Empathy</b>         | Being able to understand and share the feelings of another and use that understanding to guide our actions |

#### Our Competencies

|   |   |   |
|---|---|---|
| <b>Strategic Thinking</b> – Think big yet act focused         | <b>Taking Ownership</b> – Feel responsible & accountable        | <b>Analytical Thinking</b> – Stay true to your data |
| <b>Developing Talent</b> – Growing and taking people together | <b>Ensuring Alignment</b> – Think differently but work together |   |

---

## Job Profile:

### Overview of the role:

At Educate Girls, we want all employees to be equipped with the skills needed to perform their job well. We also believe in supporting our employees with growth & skill enhancement.

The role incumbent will have overall responsibility for driving People Development (Training/Learning & Development) & Engagement interventions within the organization. The incumbent will need to work in collaboration with regional HR Business Partners and Functional stakeholders to drive the best L&D support for individuals & larger teams as per organization needs. The role incumbent will need to understand the training needs & design & implement an L&D calendar of interventions and analyze the effectiveness of these interventions.

### Areas of Responsibility:

- Developing and implementing learning strategies and programs that are aligned with the organizations objectives
- The Talent Development & Engagement Manager will manage multiple learning programs for employees, High Potentials, Managers, and Leaders
- This includes leading needs analysis activities, setting program strategy and direction, organizing, and overseeing facilitators, course evaluation and analysis
- Designing, developing & driving learning interventions across the talent life cycle at the organization
- Building strong working relationships across key stakeholder groups & business leaders, will continually dive deep to understand the learning needs, using data and insights into the business to build or adapt learning methods, materials or technology that will support the learners
- Ensure high quality, consistent and innovative approaches for delivering programs in a rapidly growing and changing organization
- Creating and maintaining an annual training calendar incorporating different training phases
- Planning and coordinating the induction programs at various levels
- Identifying and working with external trainers for specialized topics
- Initiate and implement innovative Team building and employee engagement initiatives that help improve the Organizational Development
- Conducting & coordinating for in-house sessions at regular intervals & ensuring compliance trainings are completed on time
- Assisting the overall People Function with Talent Management by leveraging L&D
- Co-create the organization's L&D vision and build policies around it
- Communicating with relevant departments regarding program details and registrations to external courses
- Managing & tracking training hours, training budget, logistics, MIS and reporting on monthly, quarterly & yearly basis

- Collecting feedback post training and updating the training design based on this
- Providing post training support to participants
- Evaluating training effectiveness through participants' feedback, on-job assessment and discussions with managers
- Review and continually suggest improvement of the Training modules, ensuring that it remains current and ensures a consistent high quality of training, services and information for learners
- Support the HR team with employee engagement activities & building HR communication collaterals

**Candidate Profile:**

**Preferred Education Background:**

- Post Graduate Degree in Human Resource. It will help to have a background in Organization Psychology and business strategy

**Preferred Work Experience:**

- 6+ years of progressive experience in L&D & talent development
- Experience in change management will be an advantage

**Preferred Skill Set:**

- Confident in both written and spoken communication in both English & Hindi languages with the ability to present to large audiences
- Excellent influencing and interpersonal skills with people at all levels, internally and externally
- The ability to engage, conduct diagnosis, analyze findings, generate options and build commitment to solutions.
- Event design and facilitation skills
- Numeracy and ability to analyze quantitative and qualitative data
- Well versed with MS Office \_ WORD, EXCEL & POWERPOINT, Google Sheets, etc.

**Personal qualities**

- Affable, Self-motivated, enthusiastic and result-focused
- Flexible, adaptable and comfortable with ambiguity
- Creative, innovator and can think out the box

**Travel requirement:**

Should be open to travel across rural belts of Rajasthan, MP, UP & Bihar.

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."