

Job Description – Training Specialist

Designation	Training Specialist
Department	Program
Location	Udaipur
Employment Type	Renewable Full Time Employment Contract
Report to	Head - Program
Positions reporting to this role	NA

Organization Background

Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enroll and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of Services.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Our Values

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

Our Competencies

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

Position Overview:

A Training Specialist will be responsible for researching and implementing best practices in training for enrollment, retention, and student learning. You will design and develop training programs for teachers and school staff to enhance enrollment, student retention, and learning outcomes. Your role involves selecting appropriate training methods and materials, including online and in-person delivery methods, while ensuring customization and understanding among participants. Evaluating training effectiveness, analyzing data, and recommending program improvements will be part of your responsibilities. Additionally, you will collaborate with stakeholders to integrate training strategies and develop customized programs based on state-specific needs. Your contribution to the development of digital learning platforms and documentation of training processes will help standardize quality and scalability.

Position Key Responsibilities:

- Conduct research to stay up-to-date on best practices and trends in training for enrollment, retention, and student learning.
- Develops training curriculum and/or recommends or utilizes vendor programs that meet instructional goals and objectives.
- Formulates quality-training process and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Design and develop training programs for teachers and school staff aimed at increasing enrollment and student retention, as well as improving student-learning outcomes.
- Conducting training and setting up the process of needs assessments to determine the learning and development needs of FC and TB.
- Select appropriate training methods and materials to meet the needs of different learners, including online and in-person delivery methods.
- Setting the process of training delivery and ensuring that all participants understand the content and process with scope of customization.
- Evaluate the effectiveness of training programs using appropriate evaluation methods, such as pre- and post-training assessments, surveys, and focus groups
- Maintain up-to-date knowledge of industry best practices and trends in employee training and development, including training evaluation methods.
- Analyze training evaluation data to identify areas for improvement and make recommendations for changes to the training programs.
- Collaborate with stakeholders to integrate and develop the training strategy for programmatic activity.
- Develop a strategy for customisation of training as per state specific need and different levels of participants.
- Assist to develop the digital learning platform & innovation of training tool for better outcome.

- Periodically evaluate ongoing programs to ensure that they reflect any changes
- Documentation of the process for standardize the quality & scalable training approach.

Desired Incumbent Profile:

Preferred Education Background:

- Masters or Diploma in Social Work/Education or a related field i.e. Training & Development
- Additional qualifications in Adult Learning, Curriculum Development, or Educational Technology would be beneficial.

Preferred Work Experience:

- Minimum of 5-6 years' experience in Training management
- Proficiency in designing and delivering training programs using both traditional and digital platforms is highly desirable.

Preferred Skill Set:

- Experience in Training design, need analysis & training content development
- Ability to deliver engaging and interactive training sessions using a variety of methods, including in-person, virtual, and blended approaches.
- Strong presentation and facilitation skills to ensure effective knowledge transfer.
- Adept at audience analysis & creating custom training programs as per audience type
- Ability to analyze data and translate findings into actionable training plans.
- Knowledge of training evaluation methods and the ability to assess the effectiveness of training programs.
- Strong communication, collaboration, and project management skills are essential for success in this position.
- Excellent public speaking, participant engagement & facilitation skills

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