



Job Description – Training Officer

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

Organization Background

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

Strongly aligned with the 'Right to Education Act' or the 'Samagra Shiksha', Educate Girls is committed to the Government's vision to improve access to secondary education for adolescent girls and women. For further details about organization, please visit www.educategirls.ngo

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 organisation
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

About the Project

Project Pragati is a 'second chance' program, launched in 2021, to create a self-sustaining ecosystem at scale for permanently at-risk, out-of-school adolescent girls and young women to enable:-

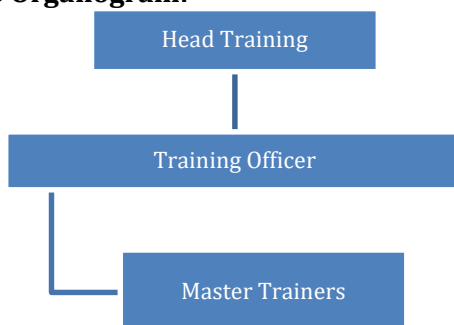
- 10th-grade credentialing
- Link them to higher education, employment or vocational training

The Opportunity:

We are seeking an enthusiastic and results-driven Training Officer to spearhead the training and delivery of Project Pragati in Rajasthan to enable more than 50,000 adolescent girls and young women to pass their 10th grade from Rajasthan State Open School in the next 21-24 months.

As a Training Officer, you will be the driving force behind the successful execution of this life-changing initiative. This is not just another job; it's a unique chance to be part of a team that is actively changing lives through transformation in education.

Position in the Organogram:



Scope of work:

A] Planning and Implementation:

- Work with the Training Head in developing the annual plan of the district.
- Track and implement the training at all operational districts.
- Create and review the digital training.
- Monitor program implementation progress and give input where necessary based on quality improvement.
- Take lead in planning, managing & facilitating the training events.

B] Training, Advocacy and Capacity Building:

- Developing the Master Trainers' (MT) group at district level for quality training implementation
- Work on the capacity building of MTs
- Use blended learning approach for capacity building including e-learning modules, be involved in the creation and/or delivery of e-learning packages -Ensure the district program related training offline/online and documentation.
- Conduct field level visits to monitor program quality.
- Ensure that monthly progress report, quarterly progress report is prepared and shared in a timely manner with reporting managers.
- Ensure the implementation of the training feedback system for further improvement of content and training mechanism.
- Conduct Training Visit according to the training plan and provide qualitative input.
- Coordinate with Admin team for smooth implementation of the trainings.
- Support program staff in the design, delivery and evaluation of training, capacity building and advocacy support activities.
- Evaluate and follow up on training, capacity building and advocacy support activities with a view to reinforcing capacities, assessing impact, and building partnerships and networks.

C] Documentation and Information Management:

- Work in collaboration with other departments.
- Ensure Training and quality related records and data management.
- Document all the training requirements, and maintain up-to-date trackers for training contents developed, training conducted, participants trained, training hours completed etc.

Specific Job Skills & Values:

- Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Ability to facilitate Training programs and manage Training.
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus.
- Ability to multitask and perform under stress situation.
- Ability to treat people equally irrespective of gender.
- Work effectively and inclusively with a range of people both within and outside of the org
- Ability to communicate effectively with a wide range of audiences at local, state and national levels.
- Strong organizational skills and ability to effectively handle multiple tasks and meet strict deadlines.
- Commitment to working through systems of community participation and accountability.
- Proven capacity to supervise, train, coach and mentor staff.
- Excellent communication skills - oral & written with the ability to deliver trainings and presentations.

Minimum Qualifications, Experiences and Expectations

1. 3-5 years of experience in training facilitation and implementation in Education Field
2. Excellent proficiency in Hindi – to read, write and speak, proficiency in English is preferable
3. Excellent planning and execution skills
4. Good observation and analytical skills
5. Experience in conducting training sessions
6. Analytical and Problem solving ability, with die hard attitude
7. Familiar with standard project management practices
8. Well organized, with high standards of work ethics
9. Comfortable in using MS Office, Gmail and other standard Internet Resources
10. Adept at using smartphone and all features
11. Preferrable Specific skills include:
 1. Digital training (Create/review the training)
 2. Web and Application based digital training skill

Apply if you have

1. Excellent planning and organizational skills, with strong attention to detail
2. Strong analytical and problem-solving skills
3. Ability to manage tasks, with strong time management and communication skills, to collaborate across verticals.
4. Ability to work independently and as part of a team in a fast-paced, dynamic environment.
5. Passion for girls' education and a commitment to improving the lives of girls in underprivileged communities.
6. Open to travel to the field when required.