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Certified
DEC 2025-DEC 2026
INDIA



Training Officer

Department: Program
Location: Saran
Level: L6

Information Links

www.educategirls.ngo

[Educate Girls receives the 2025 Ramon Magsaysay Award](#)

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)



Join Us in Transforming Lives:

Educate Girls is an award-winning non-profit working to ensure that every girl in India's rural and educationally marginalised communities has access to quality education.

In 2025, **Educate Girls became the first Indian organisation to receive the Ramon Magsaysay Award, Asia's highest honour.**

Since 2007, we have partnered with state governments and local communities to identify out-of-school girls, support their enrolment and retention, and strengthen foundational learning for all children. Our second-chance program also helps adolescent girls and young women complete their Grade 10 and 12 educations while building life skills and agency.

With a network of more than 55,000 community volunteers, Educate Girls has enrolled over 20 lakhs girls and improved learning outcomes for over 24 lakh children across 30,000 villages in Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.

Over the next 10 years, Educate Girls aims to impact 10 million learners by:

- Continuing 'Vidya', our Back-to-School Program, which identifies out-of-school girls (ages 6-14), supports enrolment and retention in government schools and strengthens foundational learning and life skills.
- Scaling up India's largest second-chance education initiative 'Pragati', targeting adolescent girls and young women (ages 15-29) who drop out due to societal barriers & systemic gaps and are now ineligible for formal schooling. Pragati delivers village-based learning camps to build life skills, enhance agency and enable learners to earn their Grade 10 certifications through State Open Schools.
- Strengthening open schooling systems in 12 states through Technical Assistance Units (TAUs) in partnership with the government. These units focus on improving access to and the quality of State Open Schools to support learners in the Pragati program.
- Together, these programs embody our mission to ensure that every girl is included, educated, and empowered - driving lasting transformation in education and gender equity across India

Scope of work:

A] Planning and Implementation:

- Work with the Project Officer (Operations Lead) 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:

- Lead the program team at district level and work on their 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

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

Apply if you have

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

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