



Position Announcement

Position	:	Consultant - Training Coordinator
Location	:	Maharashtra (Pune)
No. of Positions	:	1
Travel	:	Extensive travel required (40%)
Position reports to	:	State Coordinator

This position will be responsible for the overall coordination, delivery/facilitation and implementation of training and capacity-building alongwith State Coordinator. She/he will develop and implement development plans and materials, deliver training and coordinate the development and delivery by additional service providers when required.

Miracle Foundation India

Miracle Foundation India has been committed towards its mission for bringing life changing care for orphan and vulnerable children. The goal is for every child to live in a loving family; to become a healthy, happy, income-producing person—and experience a true sense of belonging. The organisation has created a measurable, systematic and scalable method to ensure CCIs (Child Care Institutions) activate Rights of the Child; create pathways for children to remain or reunite with their birth families, or to find a loving home through kinship care, adoption, and other safe and effective family-based care options and help them stay together; transitions CCIs into Centres of Excellence, Community Care Centres' where children Thrive

Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is a part of the Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit.

We are dedicated to making this happen, and we are looking for like-minded people to join us.

Job Responsibilities:

- The training coordinator along with the project team will be involved in carrying out logistical arrangements, training session management, vendor relationships for training sessions in a timely and appropriate manner.
- She/he will prepare and administer the need assessment survey and compile results in consultation with the state project team.
- She/he will be responsible for preparing the training calendar, conduct training as per the curriculum designed. This would include trainings on knowledge and skill enhancement of the government child care and protection functionaries across the State, capacity building and hand holding of local partner organisations engaged in family strengthening and establishment of a range of preventive and responsive community-based services – community development networks, child resource centres.
- She/he will facilitate and accompany Government Officials for mentoring exposure visits to Miracle mentored home and conduct series of mock trainings with home staff.

- She/he will be responsible for guiding and mentoring CCI's on prevention, gatekeeping and family placement through reunification with families / family based / alternative care placement avenues.
- She/he will dialogue regularly with participants to understand challenges faced and closely monitor the programme application.
- She/he will follow up and schedule mentoring calls with participants on the progress made and challenges faced in application of training lessons.
- She/he will coordinate and inform participants about training sessions, mentoring visits as per project workplan.
- She/he will facilitate creation of a core group of master trainers from Government Officials trained across the state of Maharashtra and also support in creation of a follow-up plan post training of district officials in respective state.
- She/he will conduct sessions to strengthen capacity of the master trainers.
- She/he will facilitate and support the master trainers to conduct knowledge and skill enhancement sessions for CCI's on standards of family based / alternative care across the state of Maharashtra.
- The training coordinator will report to the State Coordinator on regular progress of the project activities.
- She/he will be responsible for reviewing monthly progress report as well as mentoring visit reports submitted by the respective govt officials, CCIs etc.
- She/he will be responsible to observe, hand hold and mentor the training participants, social workers, community volunteers on ground.
- She/he will be responsible for capacity building and hand holding of local partner organisations engaged in family strengthening and establishment of a range of preventive and responsive community-based services – community development networks, child resource centres.
- Regularly provide data and reports to the Lead- M & E as prescribed and documentation officer or documentation of this entire phase of training - monthly reports, training reports, mentoring exposure visit reports, quarterly reports.
- Responsible to provide all requisite financial details to the Finance Coordinator, to support with preparation of financial reports such as fund requests, SoEs.

Eligibility Criteria for Education, Experience and Skills

- Masters' Degree in Social Work / Development Studies/Business Management/ with the relevant experience of 4 - 6 years and above.
- Broad learning and engagement background with experience of working for a global organisation in the field of child protection, family based / alternative care.
- Instructional design knowledge and experience with e-learning technology and software.
- Knowledge of different types of training content delivery practices and desire to keep abreast
- 4-6 years of proven experience in the successful development and delivery of training courses in standard of care in CCIs, family based / alternative care.
- Excellent verbal & written communication in English, Hindi as well as local languages of Marathi and Gujarati respectively
- Strong facilitation, networking, negotiation and inter-personal skills in international, multi-cultural settings
- Experienced in development and delivery of training materials.
- Understanding of the impact of culture difference on care approaches

- Leads by example demonstrating self-confidence, energy and enthusiasm, contributes to creating an environment that emphasizes motivation, empowerment, teamwork, high standards, innovation and continuous improvement and a passion for providing service.

Send your CV at swati@miraclefoundation.org & meenu@miraclefoundation.org at the earliest, screening process underway.