
Job Description- Trainers

Mobile Creches, (MC) a pioneer NGO, has been operational since 1969, reaching child care and health services to more than 15,000 children every year, through workplace and community based crèches and daycare centres.

MC pioneered the cause of Early Childhood Care and Development (ECCD) and focuses on the young child under six years in urban slums and the migrant child, at construction site. MC's multi-pronged approach- working with construction worker's children, urban slum communities training and ECD partnership address both the short and long term needs of children. It is officially recognized as a technical resource by the government and is on the path by scaling up with government and other players in civil society.

As an organization, Mobile Creches adheres to a strict safeguarding policy. All staff, volunteers, interns, vendors, consultants etc. are obliged to be aware of the conditions of this policy, be a signatory to this and follow the norms.

Department- ECD Innovation & Training

Position Details

Designation: Trainer

Level - 4

Reporting to: Implementor-Content

Reported By: None

Qualifications requirement: Master's degree in ECD/Social Sciences/ Psychology/ Education will be preferable. Knowledge in domains of ECCE, social emotion learning, gender, child protection, disability, community participation and the like would be preferred.

Total work Experience in the relevant field- Proven work experience in conducting training / workshops development programs with at least 4-5 years in training related functions.

Job Description- Specific areas of responsibilities are including but not limited to:

1. Organizing & Conducting trainings –

Conduct trainings at different locations in Delhi as well as outside Delhi with grassroots workers, mid-level functionaries of MC, MC partners or government functionaries. This will include:

- **Prepping for training** - Making training agendas, sessions, syllabus and

ensuring training proficiency and training material.

- **Delivering training** - delivering quality trainings complying the principles of adult learning
- **Documenting** - reflecting and documenting post training

2. Quality assurance of trainings and childcare services-

- Ensuring the quality of childcare services of MC and its partners across the country through regular field visits
- Timely sharing the visit updates with the concerned department and planning the trainings accordingly.
- Developing assessment tools and implementing them for periodic review of trainings and incorporating the gaps.

3. Other Task include-

- Preparing and sharing plans with different departments for in-service trainings based on collective assessment
- Upgrade training materials and activities to enrich quality and effectiveness of the training program.
- Renewal/replacement of TLM stock in collaboration with the Supply department
- Participate and support in the development of modules/syllabus
- Keeping track of expenses by training team
- Take cost saving measures and submit information related to expenses timely

Important key skills required-

- Experience in developing and using online training materials
- Strong writing and record keeping ability for reports and training manuals.
- Should be able to deliver trainings online and in person
- Language Proficiency:
 - # Hindi; writing, typing, reading and speaking
 - # English; writing, typing, reading and speaking
- Good in using Microsoft office and excel
- Training management and facilitation skills.
- Familiar with participatory training methodology
- Ability to motivate others and inspire trust
- Willingness and ability to reflect on self
- Ability to relate with audience at the grass root level
- Familiarity with traditional and modern training methods, tools and techniques
- Should be able to travel out of station and stay for 10-12 days for conducting trainings

Location: New Delhi

Candidates willing to apply may please forward their resume to hadmin@mobilecreches.org along with a cover letter.

In the subject line you may please mention the designation "Trainer".