



Asst. Manager Training

Department: Project Management Unit

Location: Patna

Work Type: Full-time Consultant

APPLY HERE

Information Links www.educategirls.ngo

[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](#)

Our Core Values : Integrity | Collaboration | Gender Equality | Empathy | Excellence

Job Description | Assistant Manager Training | Patna



About Educate Girls:

- Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing communities for girls' education in India's rural and educationally backward areas. Educate Girls' scalable, replicable and sustainable program model resides on top of India's 'Right to Education Act'.
- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into a 24,000+ schools, over 18,000 villages across more than 33 districts in the states Rajasthan, Madhya Pradesh, Uttar Pradesh & Maharashtra.
- Since inception, Educate Girls has enrolled 1.4+ million Out-of-school girls (OOSG); 1.9+ million children have benefitted from the remedial learning curriculum. Over 18.6 million total beneficiaries have been impacted from Educate Girls' program model. For more information log on to www.educategirls.ngo
- **In the next 10 years, Educate Girls aims to build one of the largest second-chance program - Project Pragati** - for adolescent girls and young women. The objective of Pragati is to create an ecosystem to enable 10th grade credentialing and access to better life chances for adolescent girls and women who have dropped out of the formal school-system. The goal is to transform 10 million lives in the next 10 years. For more information about the project, visit <https://www.educategirls.ngo/project-pragati/>

Job Description | Assistant Manager- Training



Training Program Development and Delivery:

- Assist in designing and developing training content, materials, and curriculum.
- Conduct training needs assessments in collaboration with various department heads.
- Facilitate and deliver training sessions (offline, virtual, hybrid) for staff, field teams, and other stakeholders.
- Customize training programs to meet the specific needs of State teams and individuals.
- Timely testing/piloting of content by the field team and sharing insights with all relevant stakeholders for changes and improvements.

2. Stakeholder Coordination:

- Liaise with department leads & all cross-functional teams to align training with organisational objectives.
- Compliance with internal policies and standards for state-specific

- Coordinate with the Content team for all relevant content regarding Training development in a timely and organised manner for successful delivery to the core group.
- Work closely with the tech team to integrate these tools onto our digital platforms, enabling efficient data collection and reporting

3. Performance Support and Reporting:

- Evaluate the effectiveness of training programs through feedback and assessments.
- Analyze training outcomes and prepare reports for management.
- Track training participation and performance improvement metrics.
- Collaborate with the impact and audit teams to design monitoring tools, ensuring these tools align with program goals and success metrics.

4. Relationship Management and Leadership:

- Provide feedback & support to the State training team to ensure consistent quality.
- Champion a collaborative and supportive work environment, motivating team members and stakeholders to contribute effectively.
- Build and maintain effective relationships across all internal teams, including design, content, operations, communications team, implementation partners and external consultants involved in training development.

Apply if you have:

- At least 5+ years of experience in training delivery and management within the education or NGO sector.
- Strong Training planning, resource management, and timeline adherence skills.
- Proven experience in designing and implementing training programs.
- Ability to analyze data and use data to improve decision-making around training initiatives

Attributes to be successful in this role at Educate Girls:

Are passionate about the cause & align with our Core Values

- Proficiency in computer applications, including Windows and Microsoft Office (Outlook, Word, PP, Excel).
- Language proficiency: Reading, writing and spoken proficiency in Hindi, English & one regional language are mandatory.
- Relationship Management: Excellent interpersonal skills with experience in managing relationships across diverse teams and stakeholders.
- Attention to Detail: Ability to track and manage detailed aspects of Training development.
- Strategic Vision: Capable of seeing the big picture, and aligning Training goals with Pragati program impact.
- Willingness to multi-state travel frequently (10-15 days per month) to the field for observations, training and other operational support.

APPLY HERE

<https://forms.gle/ywffpEvK5Ux6YGdt6>