

<b>JOB TITLE</b>	Manager – Learning & Development
<b>RESPONSIBLE TO</b>	Head, Learning & Development
<b>DEPARTMENT</b>	Learning & Development [L&D]
<b>DIRECT REPORTS</b>	Analyst / Interns / Volunteers

### Scope Of Work

This position would be responsible for assisting in the Research, Development of L & D strategies, establishment and management of L & D tools/materials, support to facilitate Training programs to cater to the learning needs of the employees; Conduct research on emerging trends across project verticals.

### Role Of Department

Learning & Development Department is the one-point contact to Draft, Review, Develop content for Projects, Reports, Blogs, Digital media, Internal Policies for the Foundation. This department is responsible to draft the Training Program for the employees of the foundation as per training need and analysis.

### Key Result Areas [KRA]

#### GRANT PROPOSAL

1. Visualizing projects within international frameworks like UNSDGs, UNCRC etc.
2. Create initial draft / concept notes for grant applications,
3. Framing Project Key Performance Indicators
4. Conceptualizing Project Intervention Models
5. Preparing Logic Framework Analysis and Gantt Charts

#### DONOR REPORTING

1. Maintaining donor reporting timelines for timely submissions
2. Understanding donor requirements and linking project deliverables to donor needs.
3. Developing formats for reporting
4. Training field teams on reporting
5. Keeping update of all project deliverables, implementations, reach, outcomes according to proposals

#### MONITORING & EVALUATION [M&E]

1. Collaborate with Project team to design, implement and maintain M&E tools.
2. Identify key issues around project quality assurance and improvement.
3. Train and mentor field team to help them develop the necessary knowledge and skill sets to run methodologically strong evaluations in their projects.
4. Conduct periodic data validations audits for different project locations.
5. Synthesize and analyze data and write summary reports by projects based on the M&E results.

#### SURVEYS & IMPACT STUDIES

1. Design Need and Impact assessment surveys.
2. Developing base line/end line need assessments framework
3. Designing project interventions based on factual results
4. Coordination with third-party impact studies and quality audits
5. Draft and design Impact reports

#### DESIGNING, DOCUMENTATION AND TRAININGS

1. Day to day documentation and proof-reading
2. Maintaining L & D Folder on cloud for updated weekly activities of projects
3. Research and Development of need-based curriculum/TLM for projects
4. Designing concepts notes, organizational documents, and resource material
5. Coordination-training and capacity building of employees and prison officials
6. Coordination with interns and volunteers for L & D assignments

<b>Duties</b>
<ol style="list-style-type: none"> <li>1. This position needs to be aware of the Foundation Code of Conduct and ensure complete adherence.</li> <li>2. Ensure adherence to instructions and information circulated through Employee handbook.</li> <li>3. Work along with the Head, L and D &amp; Project heads towards the delivery of Project Objectives.</li> </ol>
<b>Required Skill set &amp; Qualifications</b>
<ol style="list-style-type: none"> <li>1. Master's Degree in Social Work/Sociology /Education with an experience of 2-3 years in similar role</li> <li>2. Be a self-starter and can work across organizational hierarchy.</li> <li>3. Strong verbal and written communication skills in English and Hindi. Must have excellent writing skills in English and proven ability to work with data software packages such as MS Word, Canva. Ability to work on SPSS [ Statistical Package for Social Sciences] would be a plus.</li> <li>4. Strong operational management ability: a clear focus on results – sets goals, plans, and prioritizes effectively, monitors quality and progress of work</li> <li>5. Must have knowledge and understanding of development sector issues and frameworks</li> <li>6. Strong quantitative and qualitative analytical skills</li> </ol>
<b>Working condition &amp; Equipment</b>
<ol style="list-style-type: none"> <li>1. The incumbent would be required operate out of Uday Park Office and periodically travel to Project Sites to conduct Site Reviews.</li> <li>2. This position would be issued a laptop to assist fulfilment of documentation and record maintenance.</li> <li>3. The employee would be solely responsible for the upkeep and maintenance of assets issued.</li> <li>4. Financial impact arising from any damage / Loss of Assets, would be deducted from Pay-out of the employee.</li> </ol>