

Job Title: Life Skills Educator

Overall Responsibility

Smooth and effective implementation of the Holistic Development Component of the Project

Roles and responsibilities

- Effective delivery of Holistic Development Module with adolescents
- Effective delivery of Work readiness Module in the community with children studying in standard 9th& 10th
- To coordinate and schedule sessions in consultation with the school authorities as per project proposal
- To engage with school teachers and headmasters and regularly update them on the project progress in the school
- To ensure smooth coordination and communication with regards to the holistic development component of the project with the school authorities
- To supervise and provide support to the Community Co-ordinators in delivery of Community Connect Tool Kit aimed at developing a supportive eco system (Parents, SMC Members, Community at large) for the adolescent in the community
- To support the school authorities in strengthening the SMCs and enabling them to take a proactive part in the school governance
- To participate in the capacity building programs as per the project design
- To provide constant feedback/ learning's on the basis of implemented curriculum to help refine the curriculum
- To maintain MIS records as per the prescribed formats
- To document and provide timely and quality updates and reports to key stakeholders regularly
- To support and facilitate data collection for monitoring and evaluation purposes
- To keep oneself updated on all the developments in safety rules, regulation child rights and protection and ensuring its integration in programs
- To ensure effective communication and reporting upward and down the line of all matters related to the efficiency and effectiveness of the program
- To do capacity building of community coordinators from time to time
- To facilitate/organize/participate in events, visits as required

Desired Competencies

- Basic communication skills (written and oral) in local language and English
- Good facilitation skills
- Should be open to field visits both within and outside the city
- Must be able to work independently and as part of a team; and with all levels of staff, volunteers and within the school authorizes.
- Ability to work well under pressure and meet deadlines
- Outgoing and convincing
- Ability to learn about, commit to, and educate others on program mission and goals.

Qualification requirement

Graduation in any stream (BSW / MSW is preferable)

