

JOB DESCRIPTION	
Position Title	Consultant - Training Coordinator
Department/ Function	Miracle UNICEF Program
Band	Coordinator
Location	Patna
Travel	Upto 40 %
Direct Reporting to	State Coordinator
Reportees	-

About: Miracle Foundation India

For the past 10 years, **Miracle Foundation** India has improved the lives of more than 15,000 children and impacted nearly 300 Child Care Institutions. Today, we are an industry leader in family-based care, helping to reunite children with families, and working at the local level to keep children from ever entering the childcare system in the first place.

We utilize the power of data to create real, sustainable change. Our proven Thrive Scale™ methodology is based on the UN Rights of the Child and allows us to systematically measure and improve all aspects of a child's well-being, both in an institutional setting and as they transition to a family.

In order to achieve this, we have two goals:

1. Prevent children from entering the system in the first place.

Every day around the world, social workers, caregivers and government officials make decisions that impact millions of vulnerable children. Along with UNICEF and other partners, we provide highly specialized training and educational resources for these “boots on the ground” workers in the childcare ecosystem.

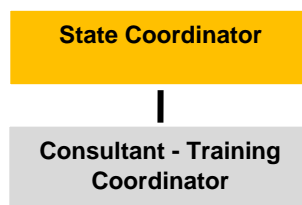
Through this collaboration, Miracle Foundation India has trained 2300+ government officials and caregivers and activated community and youth led initiatives. All of this outreach works to identify and support at-risk children and vulnerable families long before formal interventions become a necessity. This is the future. This is how we break the cycle.

2. Transition children from childcare institutions into families.

After years of supporting children in childcare institutions, we now focus on helping children transition to family-based care. To facilitate this, we've adapted our Thrive Scale™ to measure and activate a child's rights after they return home. Part of this work also involves encouraging childcare institutions to buy-in on the concept of family reunification.

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

Organization Chart



Key Purpose of the Role

- This position is responsible for the overall coordination, delivery/facilitation and implementation of training and capacity-building along with State Coordinator.
- This position is responsible for developing and implement development plans and materials, deliver training and coordinate the development and delivery by additional service providers when required

- This position is 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.

Key Roles & Responsibilities

Program Implementation

- Facilitate and accompany Government Officials for mentoring exposure visits to Miracle mentored home and conduct series of mock trainings with home staff.
- Facilitate creation of a core group of master trainers from Government Officials trained across states and also support in creation of a follow-up plan post training of district officials in respective states.
- Facilitate and support the master trainers to conduct knowledge and skill enhancement sessions for CCI's on standards of family based / alternative care across states
- Prepare and administer the need assessment survey and compile results in consultation with the state project team.
- Guide and mentoring CCI's on prevention, gatekeeping and family placement through reunification with families / family based / alternative care placement avenues.
- Track and monitor regularly with participants to understand challenges faced and closely monitor the programme application.
- Coordinate with the project team in carrying out logistical arrangements, training session management, vendor relationships for training sessions in a timely and appropriate manner.
- Monitor mentoring calls with participants on the progress made and challenges faced in application of training lessons.
- Coordinate and inform participants about training sessions, mentoring visits as per project workplan.
- 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.
- Troubleshoot any issues/ bottlenecks being faced during program implementation with the support of the Technical Expertise team

Financial Monitoring

- Work in coordination with the State Coordinator, Finance team for the budgeting process
- Ensure timely provide all requisite financial details to the Finance Coordinator, to support with preparation of financial reports such as fund requests, SoEs.

Monitoring, Evaluation and Learning

- Monitor the programs as per M&E framework of the organization
- Facilitate the collection of M&E data from partners in the stipulated data collection formats
- Ensure timely provide data to the Associate Director (AD) - MEL as prescribed and documentation officer or documentation of this entire phase of training - monthly reports, training reports, mentoring exposure visit reports, quarterly reports.
- Incorporate corrective actions / expediting activities based on the results of the MEL studies

- Collect qualitative impact data, case studies / stories, learning that can emerge during interventions

Reporting

- Ensure timely submission of report to the State Coordinator on regular progress of the project activities.
- Reviewing monthly progress report as well as mentoring visit reports submitted by the respective govt officials, CCI's etc.

Partnerships & Collaboration

- Provide inputs to the State Coordinator for undertaking partnership & collaboration initiatives to ensure visibility of Miracle Foundation India UNICEF Program in the state
- Network with relevant government bodies, civil society organizations, NGOs in the district in order to establish necessary linkages for the care and protection of children
- Share evidences & best practices from the field with the State Coordinator

Miscellaneous

- Ensuring full compliance to the organization's policy and procedures
- Prepare reports and documentation for the Management as per the requirement of the programs
- Any other assignment given by Director – Program & Senior Management

Internal Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Strategy & Technical Expertise	Weekly / Monthly	– Consult for technical guidance
Finance & Accounts	Monthly	– For budget related queries
MEL	Monthly & as needed	– M&E related queries

External Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Government officials - CWC members, DCPUs, DWCD	Monthly	– Policy work for child care and protection, family-based care – Collaboration Efforts
NGOs	As needed	– Cultivating Partnerships & sharing information

Education & Experience Required

Education	Experience
○ Post-graduate degree in social sciences, social policy, child welfare from a reputed university/institute	○ 4+ years of relevant work experience in similar organisational/functional context

Preferred Skills

- Ability to organise, plan, and prioritise work
- Experience in developing and delivery of training materials.
- Good knowledge and experience with e-learning technology and software.
- Experience in networking and alliance building processes
- Experience in projects on child protection & child care
- Experience in coordinating/dialoguing with state and district administration
- Experience in program monitoring and report writing
- Experience in organising training workshops

- Experience in donor reporting
- Strong interpersonal and communication skills
- Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve
- Capable to think innovatively and creatively to accomplish organisation objectives

Child Safeguarding Policy

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation must sign and comply with the Miracle Foundation's Child Safeguarding Policy which is a statement of Miracle Foundation's commitment to preventing abuse and protecting children with whom it comes into contact.

This extends not only to children with whom Miracle Foundation and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation believes that the situation of children must be improved through the promotion of their rights supported and demonstrated by all members of staff. Miracle Foundation's India Code of Conduct sets out the standards to which all staff members must adhere.