

## JOB DESCRIPTION

<b>Position Title</b>	Consultant Instructional Design
<b>Department/ Function</b>	Program Design & Development
<b>Posting Location</b>	Delhi

### About: Miracle Foundation India

Miracle Foundation India works with a vision of a family for every child in our lifetime. We are part of a movement to reunite orphaned children with their families. Collectively, with partners all over the world, we believe we can end the need for orphanages in our lifetime. Miracle Foundation is working tirelessly to help stabilize children in families and also working to prevent at-risk children from ever entering the system in the first place. The organisation has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC).

**In order to achieve this, Miracle Foundation India focuses on the following program objectives:**

- 1. Prevention** –children stay in families through effective gatekeeping by the social workforce.
- 2. Transition to families** – transition children from institutions to families /F-BAC options through support to Government.

Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is associated with Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit.

### Key Purpose of the Role

A high-quality curriculum and effective training delivery are essential components of Miracle Foundation India's program design. They are instrumental in achieving strategic objectives such as ensuring the safety of children within families, preventing their separation, transitioning them from institutions to families, and bolstering families for sustained wellbeing.

This position will operate within the Curriculum and Training & Quality Assurance (TQA) teams within the Program Design & Development vertical at Miracle Foundation India. The primary focus of this role is to develop training modules' content in line with the curriculum framework. This involves designing individual learning experiences and materials, including e-learning modules, videos, and assessments, to closely align with the curriculum's goals.

### Key Roles & Responsibilities

- Collaborates closely with subject matter experts and other stakeholders to design and develop effective content and instructional materials that meet the learning objectives.
- Designing interactive curriculum materials bringing individual learning experiences including developing specific learning activities, assessments, and resources.
- Incorporate best practices in instructional design, adult learning theory, and educational technology into curriculum development.
- Creates engaging learning activities, uses gamification techniques, and develops course content framework to facilitate effective knowledge and skills acquisition.
- Ensures consistency in writing style, format, fonts, images, and tone across all subject matter domains for which content is to be developed.
- Invests time and effort to understand the context of the realm of FS and F-BAC in India, focusing on how the work of Miracle Foundation India is positioned for system strengthening and change.
- Understands the curriculum framework process, studies findings from training need assessment processes, and actively engages in creating learning objectives and intended outcomes.
- Researches and organizes sources and information, writes well-researched, engaging content for Assist in creating style guides and ensuring messaging and branding consistency.
- Efficiently manage multiple projects and meet deadlines. Stay updated with trends in education, instructional design, and curriculum development.
- Edit and proofread content produced by team members & propose innovative ways to integrate technology into curriculum delivery.
- Conduct field visits to gain firsthand experience during training and facilitations. Collaborate with internal and external stakeholders to align content needs through surveys, interaction, and literature review.

**Professional Skills and Competencies for Instructional Design Consultants:**

Continuous Learning: Stay updated with trends in education, instructional design, and curriculum development.

Editing and Proofreading: Edit and proofread content produced by team members to ensure accuracy and quality.

Technology Integration: Propose innovative ways to integrate technology into curriculum delivery for enhanced learning experiences.

Field Experience: Conduct field visits to gain firsthand experience during training and facilitations.

Stakeholder Collaboration: Collaborate with internal and external stakeholders to align content needs through surveys, interactions, and literature review.

**Education & Experience Required**

Education	Experience
<ul style="list-style-type: none"> <li>A postgraduate degree, preferably in Education, Instructional Design, Curriculum Development, or related field (master's degree preferred).</li> </ul>	<ul style="list-style-type: none"> <li>5-8 years of relevant work experience in similar domain.</li> <li>With preferable understanding of the child protection sector, family-based alternative care landscape in India, and relevant legislation such as the Juvenile Justice Act 2021 and guidelines from the Ministry of Women &amp; Child Development (MWCD) for Mission Vatsalya.</li> </ul>

**Preferred Skills**

- Strong research, critical-thinking, analytical, and problem-solving abilities
- In-depth knowledge of instructional design principles, curriculum design frameworks, learning theories, and educational technology
- Excellent communication, interpersonal skills, and adeptness in collaborative team environments
- Proficient in both written and spoken English and Hind.
- Experience of e-learning systems and course development software; familiarity with AI tools preferred.
- Preferable experience in teaching or training in classroom or similar settings
- Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve.

Note: Please note that background and reference checks are standard procedures in our hiring process. Additionally, ethics is a fundamental aspect of our organizational culture, reflected in both daily operations and annual performance evaluations.

**Child Safeguarding Policy**

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation India must sign and comply with the Miracle Foundation India's Child Safeguarding Policy which is a statement of Miracle Foundation India's commitment to preventing abuse and protecting children with whom it comes into contact. This extends not only to children with whom Miracle Foundation India and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation India 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 India's Code of Conduct sets out the standards to which all staff members must adhere.

**PSEAH (Policy on Prevention of Sexual Exploitation, Abuse and Harassment)**

Any individual associated with Miracle Foundation India, including employees, consultants, interns, volunteers, contractors, and suppliers engaged in activities on behalf of the organization, is required to sign and adhere to the Prevention of Sexual Exploitation, Abuse, and Harassment Policy (PSEAH). This policy mirrors Miracle Foundation India's unwavering commitment to preventing any form of exploitation, abuse, or harassment and ensuring the safety and well-being of all individuals with whom the organization interacts. This commitment extends beyond direct beneficiaries to encompass anyone for whom Miracle Foundation India and its partners assume responsibility. Upholding the belief that the circumstances of individuals, especially vulnerable populations such as children, must be enhanced through the promotion of their rights, Miracle Foundation India mandates compliance with the Prevention of Sexual Exploitation, Abuse, and Harassment Policy as an integral component of its overarching Code of Conduct. The Code of Conduct establishes the ethical standards and behavioral expectations to which every staff member must strictly adhere, thereby fostering a secure and respectful environment for all.