

JOB DESCRIPTION

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| Position Title | Consultant Instructional Designer (Curriculum Development-Child protection and family-based alternative care) |
| Department/ Function | Program Design & Development |
| Location | Delhi |
| Travel | Upto 40% |
| Direct Reporting to | Director - Program Design & Development |

About: Miracle Foundation India

Miracle Foundation is a 25-year-old organization with a vision “to ensure a family for every child in our lifetime.” We work for children living in vulnerable situations and in Child Care Institutions with a specific focus on 5 well-being domains (strengthening family and social relationships, health, education, living conditions, and household economy). Since the year 2000, we have been positively impacting children and families across 10 states in India, namely Maharashtra, Bihar, Jharkhand, Gujarat, Tamil Nadu, Tripura, Madhya Pradesh, Kerala, Karnataka and Telangana. We work in alignment with Mission Vatsalya focusing on family strengthening and family-based alternative care. We collaborate with the state governments and build the capacities of the social workforce on alternatives to institutional care, reaching into communities to identify and strengthen vulnerable families long before the child separates.

In order to achieve its mission, Miracle Foundation India focuses on the following program objectives:

Prevention –children stay in families through effective gatekeeping by the social workforce

Transition to families – transition children from institutions to families/ family-based alternative care through support to Governments

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

The Instructional Designer will be responsible for designing, developing, and refining engaging, learner-centered curriculum and training materials that align with our organizational vision and child protection standards. The role involves working closely with subject matter experts (SMEs), program teams, and external stakeholders to transform complex child protection concepts into accessible, impactful, and practical learning experiences.

Key Roles & Responsibilities

Curriculum Design & Development

- Design and structure learning modules, toolkits, facilitator guides, and e-learning resources for child protection and family-based alternative care
- Apply instructional design models (e.g., ADDIE, SAM, Bloom’s Taxonomy) to create outcomes-focused curricula.
- Ensure learning materials are contextually relevant, culturally sensitive, and aligned with national and international child protection standards

Content Development & Adaptation

- Translate technical subject matter into engaging training materials (case studies, role plays, interactive activities, digital learning tools).
- Develop storyboards, scripts, and prototypes for training delivery (both classroom and digital).
- Review and adapt existing content for different audiences (social workers, caregivers, government officials, community leaders)

Collaboration & Co-creation

- Work with curriculum developers, program teams, and external experts to ensure technical accuracy and relevance.
- Incorporate feedback from pilot trainings, field testing, and participant evaluations to improve materials.
- Coordinate with graphic designers, illustrators, and multimedia developers to enhance the visual and interactive quality of materials.
- Support in building e-learning and blended learning platforms on using curriculum resources effectively

Quality Assurance & Documentation

- Ensure consistency, inclusiveness, and accessibility across all learning products.
 - Maintain clear documentation of instructional design processes, revisions, and updates.
- Uphold safeguarding, ethical considerations, and child protection principles in all curriculum outputs.

Qualifications, Competencies & Experience

- Degree in Education, Instructional Design, Child Development, Social Work, or related field.
- Minimum 3-4 years of experience in instructional design, curriculum development, or training design, preferably in the NGO/development sector.
- Good understanding of child protection, child rights, and family-based alternative care frameworks (desirable).
- Experience in designing both in-person and digital learning solutions (LMS, eLearning tools, interactive media).
- Excellent writing and editing skills with the ability to simplify complex concepts.
- Experience working in participatory, field-based, and community-driven program contexts is a plus.

Skills:

- Strong instructional design and adult learning pedagogy knowledge.
- Ability to translate theory into practical, actionable training tools.
- Creativity in developing engaging, interactive, and inclusive learning materials.
- Collaborative and open to co-creation with diverse stakeholders.
- Commitment to child protection principles, safeguarding, and ethical learning practices.
- Efficiently manage multiple projects and meet deadlines.

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's India Child Safeguarding Policy which is a statement of Miracle Foundation's India 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's India 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 behavioural expectations to which every staff member must strictly adhere, thereby fostering a secure and respectful environment for all.

Application Process

Interested candidates can submit their resume and a brief cover letter outlining motivation and suitability for the role to hr@miraclefoundation.org.

For more information about our work and impact, please visit our website <https://miraclefoundationindia.in>

Additional Information

Ethics & Integrity: Ethics and integrity are core to our organizational culture and are embedded in our daily operations, decision-making, and annual performance evaluations.

Background Verification: Please note that background and reference checks are standard procedures in our hiring process.

Data Privacy: By submitting your application and resume, you acknowledge and consent to the collection and processing of your personal data solely for recruitment purposes, in accordance with the provisions of the Digital Personal Data Protection Act, 2023

Diversity & Inclusion: We are an equal opportunity employer and are committed to building a diverse and inclusive workplace. Individuals of all genders, backgrounds, abilities, and identities are encouraged to apply.