	<b>Anahata UNITED EFFORTS Foundation</b>	<b>Date of Issue:</b>	<b>08-02-2023</b>
	<b>Document Name: Job Description</b>	<b>Document Ver. #</b>	<b>V.01</b>
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### **JOB DESCRIPTION**

<b>Position</b>	Mentor Leader (Master Trainer)	<b>Location</b>	Bangalore
<b>Reports to</b>	Program Manager	<b>Category</b>	Contractual
<b>Direct Reports</b>	--	<b>Grade / Level</b>	NA
<b>Our Vision</b>	<ul style="list-style-type: none"> <li>Empower Government High School Children to make informed Work and Career decisions.</li> </ul>		
<b>Our Mission</b>	<ul style="list-style-type: none"> <li>Anahata United Efforts is on a mission to empower Government High School students to understand, explore and make informed work and career decisions.</li> <li>We enable students to leverage their education, analyse their interest and abilities, identify opportunities, and build a strong professional future.</li> </ul>		

#### **About Anahata UNITED EFFORTS Foundation**

Anahata UNITED EFFORTS Foundation is an NGO in India headquartered in Bengaluru. Started in 2018, Anahata United Efforts Foundation is a Section 8 non-profit organization. Our Organisation strives to empower Government High School children to make informed work and career decisions. At United Efforts we follow a methodical **3 PHASE APPROACH** to aid children and assist them to identify interest areas and harvest their potential no matter what their background is.

Most of our young students lack exposure to the world of work. They are unable to understand the link between education and profession. “Why should I be good in Math to take up a job in IT industry?”, “How can my creativity help me get a job in the media industry?”, “ How do I know if I will fit into the armed forces?”...questions like these trouble them and demotivate them and they don’t know whom to turn to. Answering these questions is our first step. The answers broaden their work and give them **industry exposure**. They can then see the link between their education and profession.

Our role does not end there. We acknowledge that they could face many hurdles on their quest. We work to **building agency** in our students to face their problems successfully and achieve their goal. Our partnership with the Karnataka State Government, along with the persistent support from corporates, individual donors, and well-wishers have helped us achieving our vision.


**Let’s Unite Efforts and work towards an Equitable Future!**

#### **Role Description**


The Mentor Leader (Master Trainer) is responsible for overall delivery of Train-the-Trainer programs to the selected Facilitators / School Teachers in the Schools who will in-turn implement the program as per the defined parameters to enhance the decision making capabilities of Children (beneficiaries).

The Mentor Leader (Master Trainer) will serve as the Mentor Leader and will implement an integrated program of imparting knowledge and capabilities and professional development that will enable Teachers to implement the program effectively through workshops, cluster training, independent study, and on the job experiential learning and development etc.

The Mentor Leader will also be responsible for monitoring the on the job performance of trained Teachers in implementing the program at selected schools and also achieving the set targets of impact on beneficiaries and also building sustainability and capacity at the schools.

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Area of Responsibility	Key Roles and Responsibilities
<b>Gaining Mentor Leader Expertise</b>	<ul style="list-style-type: none"> <li>Attend the scheduled Mentor Leader train-the-trainer programs as per the training calendar and get familiarized with the modules, contents of the program curriculum</li> <li>Master the training methodologies and modules for conducting the training for the selected Teachers</li> <li>Prepare required training modules for facilitating the training sessions</li> <li>Undergo training for the Career Planning sessions</li> <li>Attend Capacity Building Trainings ,Webinars, Sector Training regularly and keep updated .</li> </ul>
<b>On-boarding Schools and Sensitization Sessions</b>	<ul style="list-style-type: none"> <li>Onboard schools in jurisdiction and upload the names of 8/9/10 students</li> <li>Organize the Principals Sensitization Workshop at District level</li> <li>Ensure all data of stakeholders updated periodically in the required software / tools for reference and data tracking</li> </ul>
<b>Implementing the Program Effectively</b>	<ul style="list-style-type: none"> <li>Conduct training for Teachers of KREIS Schools in batches covering all schools</li> <li>Organize Industry visit to Teachers in selected sectors -plan details</li> <li>Be able to resolve doubts of Teachers in imparting Career Planning sessions/assessment</li> <li>On a regular basis, conduct Class Observation and record the same in Campus Cloud</li> <li>Ensure the Teachers are able to conduct the Career Planning Sessions methodically</li> <li>Ensure the Teachers conduct Assembly Program / Career Mela at Schools periodically</li> <li>Assist the Teacher in inviting Role Models to discuss with School children</li> </ul>
<b>Data Uploading and Data Management</b>	<ul style="list-style-type: none"> <li>Create WhatsApp group of all Teachers in jurisdiction for communication adhering to confidentiality and privacy rules and regulations</li> <li>Data updating on Campus Cloud on the progress from Teachers</li> <li>Photos of various events and activities including Regular Class Room sessions, assembly program, Role model visit etc., to be captured and uploaded with appropriate captions</li> </ul>
<b>Other Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>Interact with parents during PTM and emphasize on the impact of Career Planning</li> <li>Work in close Coordination with Project Coordinator</li> <li>Any other works as assigned by the Management as part of the Job</li> </ul>

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### Key Requirements - Educational Qualification & Experience

- Any Graduation with Post-Graduation in Education / Social Work / Management.
- 2 - 4 years of post-qualification Experience in Teaching, preferably high school,
- Experience / exposure to adult learning methodologies, mentoring and coaching
- Experience in class management, Able to articulate the case for youth relationship education.
- Demonstrated ability to think strategically and juggle multiple priorities
- Excellent verbal and written communication skills

### Key Requirements - Skills and Competencies

- Demonstrated result orientation and drive to achieve challenges
- Willingness to travel to schools in jurisdiction
- Strong relationship management skills, with a demonstrated ability to liaise with all levels of internal and external stakeholders.
- Demonstrated positive experience working in a similar role including organizing events, networking abilities.
- Proven Problem solving abilities, Interpersonal skills
- Knowledge and experience of NGO / Social / Developmental sector
- Excellence collaboration and creativity skills
- Ability to set high goals for personal accomplishment
- Ability to work in diverse teams and cultures
- Proven capabilities of data collation, data reporting and analysis
- Excellent Microsoft Office Skills - Word, PowerPoint, Excel, Outlook etc.