

# TERMS OF REFERENCE – Life Skills Trainer

## The Job

**Core function:** The Life skill Trainer is responsible for social wellness component of the i4We schools programme. This includes responsibility for content, ToT pedagogy and quality assurance of sessions conducted for children in grades 6 to 9. While directly contributing to the social wellness component of the i4We program in schools it also closely linked to the emotional and intellectual wellness components. Hence the Life Skills Trainers are core members of a team, working closely with the programme manager, counselors and school management.

## Design:

1. Modify and adapt content of the 4 modules for the school program including collaterals
2. Create session plans based on overall content
3. TOT sessions and refreshers

## Implementation:

4. Conduct TOT sessions
5. Provide handling support to the TOTs
6. Set up a QA process for the sessions conducted by the TOT
7. Conduct selected sessions and link up with the counselors
8. Participate in reviews and identify key challenges that need to be overcome

**Reports to:** Programme manager - i4We schools

## **Interacts with**

1. the Chief Mentor
2. Programme Manager - i4We urban and team
3. Other i4we leads and teams
4. People Engagement, Finance, Communication and other Swasti teams
5. Children and Teachers of 10 schools
6. School management, Parents and Teachers Associations, Alumni Association

## **Influenced by**

1. Donor i.e. Akshaya Hastha Trust)
2. Block Education Office

3. Advisory council (within Swasti)

### **Influences**

1. Children and Teachers of 10 schools
2. School management, Parents and Teachers Associations, Alumni Association

**Age and Gender:** No restrictions

### **Qualification**

- Any degree (graduate or postgraduate) that provides an understanding of social development issues in India, particularly related to Health.

### **Desired Experience:**

- 2-3 years of conducting lifeskills training and developing content for sessions is required
- Module development experience for TOTs and managing TOT programs at scale would be an advantage

### **Knowledge**

- Adult Learning Principles
- In-depth knowledge on life skills and facilitation skills.
- On developing innovative IEC materials
- Health, Child and Adolescent Development

### **Skills**

- Expert facilitation skills on life skills
- Integrating skills which will help to work with thematic experts, stakeholders, experts etc
- People management skills and community engagement skills
- Proficiency in computers, basic software (MS Office, Excel, Powerpoint)

### **Work Ethics**

- Timely delivery of tasks and milestones with focus on quality and consistency.
- Must work with a sense of urgency.
- Is critical and creative in execution of activities
- Respect all individuals / partners culture

## **General**

The role is seen by the organization as being critical to achieving its strategic plan. The ideal incumbent is

- Able to work in an evolving programme context, is able to find solutions to challenges and is comfortable with ambiguity and change
- Able to work with multiple people and organisations comfortably
- Able to manage pressure and to assess and absorb information quickly
- Ability to go in depth of the issues and solutions (through research) to deliver the desired results
- Demonstrates passion towards the cause

**Geography:** 10 schools based in Bommanahalli, Bangalore,

**Travel:** Within Bangalore, across the City as required to work with partners and experts

## **Measurement**

The incumbent will be assessed by the reporting officer on the accomplishment and delivery of all components described.

The measurement will also include demonstrated elements of commitment, passion, accountability, ideation, flexibility, accessibility, and system and process management as well as the expected work ethics.

## **Growth Opportunities**

The organization has an open policy of growth based on opportunity, demonstrated personal growth, and personal aspirations. It is not a norm that growth will take place vertically only. Growth is also seen as the organization being more inclusive in the incumbent's involvement in strategic organization growth. i4We schools needs to be demonstrated as a model that could be scaled up, in Bangalore and other locations. This position can

- take on leadership of the i4we-school programme, in the same or different location
- Grow horizontally, in terms of leading other i4We programmes as programme manager
- Grow horizontally and vertically, in terms of handling other variants of the i4We model (Ex: Lead for i4We Factories/Urban/Rural/marginalized communities)

- Work in other teams of Swasti - Life Skills in Factories, Technical Support etc
- Work with other Group organisations - Vrutti, CMS, Green Foundation etc.

**Authority/Delegation:** Level 2 or 3 of the Swasti cadres and grades policy

**Compensation:** As per organisation policy on cadre and grade