

Terms of Reference

Position: Capacity building & Well-being specialist

Type of Contract: Full time

Background:

Swasti has been implementing worker-wellbeing projects in India with a mission to enrich lives of workers to achieve Health and Well-Being through sustainable workplace programs. The project seeks to work with women and men and also engages with the factory management to enhance capacities to sustain the efforts of worker well being also works to influence the ecosystem that promotes, conserves and sustains women empowerment.

Swasti has close to a decade of experience in designing and implementing worker wellbeing initiatives and has been working with more than 120 factories in across India directly i.e; Delhi (NCR), Haryana, Uttar Pradesh, Gujarat, Rajasthan, Punjab, Telangana, Maharashtra, Andhra Pradesh, Kerala, and Karnataka, and has been providing strategic and quality assurance support to various workforce development Initiatives in India and other Asian countries such as; Cambodia, China, Sri Lanka, Bangladesh, Vietnam and Indonesia. Swasti has a panel of transformation specialists who can provide strategic guidance and quality assurance support to worker well-being initiatives.

We are looking for mature and dynamic professionals who has knowledge, expertise and experience in capacity building in the areas of health, well being and gender.

About the position:

As a CB and Well-being Specialist, the primarily role is to provide technical support for North region (primarily Delhi NCR) hub in business development & delivering well being projects in workplace settings (especially factories) and manage operations of Noida I4We (Invest for Wellness) cluster which will enable "Swasti" in reaching one million marginalised population (*workers in garment and manufacturing sector, women in difficult circumstances, rural and urban poor and children in schools and community*).

Core function:

Business development, Capacity Building, design and development of capacity building and learning tools, monitoring, evaluation and documentation of projects along with Management of I4We Cluster operations in Noida

Reporting to:

Program Manager

Role and Responsibilities:

1. Develop and implement plans related to capacity building and behavior change in alignment and agreement with program team.
2. Develop a good understanding on Swasti's Employee well-being programs. Pitch and secure funding for our products and services on worker well being.
3. Prepare annual plan on business development and program scale up.
4. Manage I4We operations at Noida cluster with support from team.
5. Establish and strengthen structures and team to implement program as per design and deliverables.
6. Lead the life skills and gender training through the training of internal trainers, external network consultants, concerned organizations and direct facilitation, as and when required.
7. Contribute to designing and incubating innovative gender and life skills training modules to reach different populations.
8. Coordination with partners and other stakeholders in order to schedule and implement project deliverables.
9. Accountable for results of the model and ensure the quality of implementation meets predefined standards - both internal and those promised to donors and other stakeholders.
10. Conduct Monitoring Evaluation and Learning exercises as per the agreed system within the project to ensure quality implementation.
11. Develop high quality reports /documentation for donors in prescribed reporting formats; such as; baseline, end line and monthly/quarterly/annual reports as per the project / Swasti's requirements; both quantitative and qualitative
12. Capture stories of change among the factory workers and community and also work with Swasti's communication team to finalise and post with internal knowledge dissemination channels.
13. Believe in achieving outcomes and be flexible in timings as per the factories training calendar.
14. Develop worker-wellbeing sustainability roadmap in consultation with the factory.
15. Convey the outcomes/ action plans of the project review meetings with worker wellbeing team to discuss the progress, challenges, learning's and further action plans.
16. Setup factory specific supportive and coordination mechanisms in consultation with project lead, factory management and the respective brand representatives.

Other roles:

- Believe in achieving outcomes and be flexible in timings as per the factories training calendar.
- Explore opportunities of work and collaborations with other stakeholders and brands in order to expand worker wellbeing initiative of Swasti
- Contribute to other assignments of Swasti by sharing knowledge and technical expertise

- Engage industry leaders; establish partnerships and position Swasti to explore new partnership opportunities.
- Any other tasks that might be assigned from time to time by Swasti.

Age and Gender: No restrictions

Desired Qualification: Post Graduation, preferably in Social Work, Sociology, Public Health, Psychology, Women's studies

Work Experience: Minimum 7 years of experience

Geography and Travel:

The incumbent would be based in Delhi NCR however, 70% of time would be used for travel every month within the Delhi NCR state and / or other geographical locations in India.

Knowledge

- Program Design and Management
- Of Life Skills and Worker Wellbeing
- Of Communities (factory workers and school children)
- Of Partnerships, networking and funding opportunities
- Of maintaining donor, partner and stakeholder relationships
- Action research mode

Skills

- Integrating skills which will help to work with thematic experts, stakeholders, experts etc
- Project management, Business development, Leadership skills, Managing relationships with partners and sector leaders and community engagement skills
- Proficiency in Languages (oral and written) - English and Hindi
- Proficiency in computers, basic software (MS Office) and MEAL

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 and projects
- Respect all individuals.
- Will work in a focused manner in nurturing and building talent in the technical support vertical.

Measurement:

1. The incumbent will be assessed by the reporting officer on the accomplishment and delivery of all components described.
2. 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.

Authority/Delegation:

Level 3 and above based on expertise (refer Swasti levels and grades)

Compensation:

As per organization policy on cadre and grade