

## **Job Description**

### **Life Skills Educator for project “Academic excellence through remedial courses and life skills”**

#### **About The Hans Foundation**

The Hans Foundation, established in 2009, is a non- for -profit, Public Charitable Trust that that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF’s Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF’s programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

#### **PROJECT: Academic excellence through remedial courses and life skills**

The project would provide remedial courses and life skills programme session to the students studying in class 6th to 12 standards to increase their academic excellence and individual competencies

Building life skills is essentially an exercise in helping children develop sound judgment and good habits for long-term stability, wellness, and success. According to WHO, life skills are “Abilities for adaptive and positive behaviour that enable individuals to deal effectively with the demands and challenges of everyday life”

Throughout the teaching process, trainer should provide systematic training to develop pupil’s generic skills such training can lay the foundation for pupils' life-long learning, help them develop positive attitudes and values, as well as prepare them for future studies and careers.

This project would be operated through well-established centre in four villages and will conduct evening classes from 5pm to 8 pm. This will be done through a qualified teachers and trainers who will address most of the problems that the child is facing in the school and supports them catch up to the level of his/her peers.

The life skills trainer/educator will be also orientated to use the well-designed manual-curriculum and TLM etc.

Following are the selected like skill sets for training.

- Decision-making and problem-solving;
- Critical and creative thinking;
- Communication and interpersonal relationships;
- Self-awareness and empathy; and
- Coping with stress and emotion.

**Location of Job:** Thanagazi block of Alwar district of Rajasthan (Project location)

**Head office :** Gurugram

**Type of Employment:** Part time. Contractual for a period of 1-year, renewable basis project requirements

**Duties & Responsibilities:**

- Empower children to become 21st Century ready by helping them think better, speak better and work better.
- Effective delivery of Holistic Development Module with adolescents studying in standard 6th to 12th
- Deliver high impact sessions on relevant skills to achieve desired learning outcomes.
- Be a learning facilitator in an offline environment for students between the age of 12-18 years
- Plan and conduct training session with students evaluate its effectiveness to increase their competencies
- Organise individual sessions along with other regular session with all students
- Create an open and inclusive learning environment
- Engage students through art based learning and active role plays etc
- Create personalized learning journeys for students & help achieve desired learning outcomes
- Probe learners to ask questions and think deeply about concepts and their application in a real-life context.
- Get involve in SMCs (School Management Committees) and regularly organise meeting with parents
- Daily reporting and documentation as per the prescribed formats
- Participation in a monthly review meeting with other team members and parents
- Be well aware of child rights policy and entire code of conduct should be in congruent with laws and policy for the protection, safety and overall well-being of the child
- Academic educator and life skill educator will work in co-ordination
- Monitoring and Tracking of performance of each child and also rule out the challenges faced by them
- Facilitate/participate in organise some rallies/nukkad natak/dramas in the community on a selected topic for generating awareness

**Reporting to:** Project Coordinator of THF.

**Other Indicative Requirements:**

<b>Educational Qualifications</b>	<ul style="list-style-type: none"><li>• Graduate/Postgraduate in concerned subjects</li><li>• ( B.Ed. is preferable)</li></ul>
<b>Functional / Technical Skills and Relevant Experience &amp; Other requirements.</b>	<ul style="list-style-type: none"><li>• 3 to 5 years of relevant experience being life skills coach/trainer (****Mandatory)</li></ul>
<b>Working days and Timings</b>	<ul style="list-style-type: none"><li>• Monday – Saturday</li><li>• Timings – As per class timing</li></ul>
<b>Holidays</b>	<ul style="list-style-type: none"><li>• Sunday Other Gazetted Leaves (As per the list of THF)</li></ul>
<b>Salary</b>	INR 30,000 per month

**Required Skills & Competences:**

- Strong written and verbal communication and capability to relate and interact with students and multicultural teams
- Good facilitation skills
- Giving close attention to details and demonstrating ability to handle sensitive or confidential information
- Ability to lead and drive the project with a vision to achieve transformational change
- Have an empathetic & compassionate attitude.
- Sensitive towards the needs of children
- Basic computer skills
- Ability to learn about, commit to and educate other on programme goal and objectives

THF is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.