



About the Organization:

Sol's ARC is a registered NGO that has been working in the space of inclusion for the past 20 years. We work with the most marginalised group of individuals, those who have disabilities, mental illness, critical illness or are violence-affected to ensure they have equitable access to education and economic opportunities. Through a lifespan approach, we work towards our vision- Every Child Learns, Every Adult Earns.

From working directly with individuals on margins to then partnering with some of India's leading NGOs like Educate Girls, Teach for India etc., we now work at a systemic level through our partnerships with two state Governments, Madhya Pradesh and Tamil Nadu. Our growth over the last 6 years has helped us grow from a few thousand individuals to now a reach of over 4 million beneficiaries.

Vision: Every Child Learns, Every Adult Earns

Mission: To create a scalable replicable model to reach every last child and adult.

Values:

- 1) Innovate to include
- 2) Bringing joy to all we do
- 3) Commit to excellence

Why Join Us:

Career Progression: We offer opportunities for professional growth and development, allowing you to advance your career while making a meaningful impact in the field of inclusive solutions.

Diverse Workforce: You will have the opportunity to work with a diverse group of passionate individuals who share a common goal of promoting inclusive education and creating positive change. We encourage candidates of all abilities to be a part of our team, as we are committed to fostering an inclusive and accessible workplace for all.

Collaborative Environment: We foster a collaborative work culture where teamwork, open

communication, and shared ideas are valued, ensuring a supportive and engaging work environment.

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| Job title: District Training Coordinator | |
| Location: Varanasi | |
| Team: Inclusive Curriculum | |
| Reports to: State Lead - UP | |
| <p>Role purpose: Creation and enhancement of instructional modules, along with the training of educators within government schools, special education professionals, and affiliated partner entities. Additionally, the role involves furnishing scholastic aid to Government resource teachers, specialized educators, and other relevant personnel. Furthermore, the position entails the provision of technical guidance to state authorities, aiding them in the formulation and execution of comprehensive and inclusive educational blueprints and tactics.</p> | |
| Key responsibilities | Deliverable Outcomes |
| Stakeholder Engagement: | <ul style="list-style-type: none"> ● Build and maintain strong relationships with local government authorities, community leaders, partner organizations, and other relevant stakeholders. ● Represent the organization at district-level meetings, workshops, and events, advocating for the organization's goals and objectives. ● Collaborate with stakeholders to identify community needs, assess resources, and develop strategies for effective project implementation. ● Foster a spirit of collaboration and cooperation among stakeholders, ensuring their active participation in project activities. |
| Capacity Building | <ul style="list-style-type: none"> ● Support team leader in preparing capacity building modules for various stakeholders and getting approvals from Government officials ● Prepare Training materials and schedules ● Conduct capacity building workshops for Master trainers/ resource teachers, Special educators, Government officials and partner NGOs. ● Conduct field visits to conduct classroom observations and provide constructive and positive feedback to teachers and master trainers. |

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| | <ul style="list-style-type: none"> ● Suggest improvements to programme implementation and capacity building initiatives based on field observations. |
| Project Planning & Implementation | <ul style="list-style-type: none"> ● Collaborate with the Program Manager to develop project plans, objectives, and timelines. ● Coordinate and oversee the implementation of projects within the district, ensuring adherence to project goals, strategies, and budget. ● Prepare reports, and provide regular updates on project progress and outcomes. |
| Person specification | |
| Qualification: | <ul style="list-style-type: none"> ● B/MSW, Exposure to special education preferred, |
| Prior Experience: | <ul style="list-style-type: none"> ● 3 to 5 years ● Field experience in education sector in Indian context |
| Essential skills: | <ul style="list-style-type: none"> ● Knowledge and Experience in special education sector. ● Prior hands-on experience working with children with special needs is an advantage. ● In-depth knowledge in MS Office and strong online research skills ● Strong skills in writing reports ● Strong oral and written communication in English ● Observation and Monitoring skills |
| Essential attributes: | <ul style="list-style-type: none"> ● Collaborative, team-focused, and willing to use skills to support others' work ● Understanding on Government education system and education policies is preferable ● Highly organized and capable of planning, managing, and executing initiatives from start to finish ● Ability to work independently and with digital tools, prioritize tasks, work under tight timeframes, and meet deadlines ● Ability to write and articulate/communicate complex ideas in simple, understandable terms ● Humility, willingness to consider others' perspectives ● Commitment to gender equality, diversity, and inclusion ● Fluency in <u>English and Hindi</u>. Knowledge of additional local dialect is an asset. |
| Other Specification | <ul style="list-style-type: none"> ● Must have a passion and charisma to train and travel across |

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| | rural and urban places in India. |
| Working Hours | <ul style="list-style-type: none">• As per the local regional office working days and hours |