

### **About Dhwani Foundation:**

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organizational development programmes, technology enablers, system & process improvement and sectoral strengthening. Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.

Currently foundation's work is spread in Karnataka, Tamilnadu, North-East and other parts of the country, supporting close to 1500 grassroots NGOs through various initiatives. Dhwani foundation also works with the Government, Donors, NGO Federations, Academia and other stakeholder to promote a vibrant and credible social sector. Dhwani foundation is a team of 30 members from diverse fields who bring-in interesting dimensions to the development sector.

**Position:** Assistant Trainer (Full time)

**Location:** Based in Bengaluru with frequent travel to Southern/Northern states

### **Purpose of the Job:**

Facilitating training and workshops for NGO Founders/Leaders, Board members and team members in any two of the following areas of Organizational Development - Compliance, Finance and Accounts, Human Resource, Governance, Program Planning and Management, MIS, Marketing & Fundraising and Leadership and Strategy.

### **Key Responsibilities:**

- Work closely across departments for Designing, scheduling and delivering training and workshops.
- Identify and assess the training needs of NGO partner leaders and team members, analyze and share the findings with Project Management Team.
- Develop appropriate training materials, reference materials and hand outs based on the broad content for the participants.
- Prepare monthly/quarterly report and review performances on quarterly basis.
- Analyze manuals and handouts, reference materials, identify gaps and recommend changes or additions.
- Identify and implement effective and purposeful training methods and tools to promote optimum learning. Ensure adequate preparations prior to delivery and implementation.
- Extend support to develop integrated training calendar for multiple batches and ensure adherence to training timelines.

- Ensure sharing pre-workshop assignments and pre-reading materials in line with the training schedule.
- Ensure high level of engagement and participation of founders, leaders and other team members of partner NGOs in training, workshops and other events.
- Develop resource pool for training unit – identify and compile resource organizations, domain area specialists, resource persons for different subject areas.
- Visit partner NGOs to understand ground realities to improve delivery and efficacy.
- Set ongoing follow-up mechanisms measure progress against results framework and parameters.
- Ensure collaboration within internal functions and teams to exchange knowledge and resources and deliver training effectively.
- Keep abreast of the trends and developments, best practices in the OD space for non-profit organizations and integrate in training and workshops.

### **Experience:**

At least 5-6 years in the social sector particularly with non-profit organizations handling responsibilities of designing, content development and delivering training and workshops. Minimum of 3 years of direct work experience with a program implementing NGO.

### **Skills & Knowledge:**

- Master's degree in Social Work/Sociology/Rural Development/Development Management/NGO Management/Social Sciences or related field.
- Excellent people skills, be able to collaborate at all levels.
- Language skills - two or more languages -Kannada, Tamil, Telugu, Hindi and English
- Good communication and presentation skills.
- Able to develop training and workshop contents, adapt participative methods.
- Must be able to use computer and handle internet, Word, XL, PowerPoint.

**Salary Offered:** Commensurate with experience

### **Application Process:**

To apply for this position, share your CV with a covering letter to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org) “Master Trainer” as the subject line. Will be helpful if you share a link to your LinkedIn profile.

**Only short-listed candidates will be contacted.**