

About Dhwani Foundation:

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

Position: Master Trainer FED OD (Full time)

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

Purpose of the Job:

Facilitating the change management of NGO Federation towards enabling effective and active stated policy advocacy by knowledge sharing, influencing, and engaging with leadership of federation cohorts.

Key Responsibilities:

1. Conceptualize, design and deploy an effective training intervention as per the design.
2. Propose and finalize appropriate training methodology & materials that would enable participants to understand and adopt proposed practices.
3. Provide expert knowledge and experience related to effective federation management, policy research, advocacy engagements.
4. Network and collaborate with wide variety of stakeholders such as federation leaders, Govt, Sector leaders, Subject experts.
5. Handhold, provide grounds up support to ensure implementation of the deliverables.
6. Develop assessment tool, deploy, analyze and support participating federations to achieve set goals.
7. Develop detailed plan for execution, reviews, reflections and execute any changes that is required.
8. Coordinate with program head, DF administration and other players to seek admin/finance/logistics support.
9. Develop manuals, handbooks, reference materials, case studies, and other materials to ensure effective learning.



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

Candidate Profile:

1. Experience 8 to 10 yrs experience in designing and deploying training programs and interacting with senior leadership.
2. Exposure to working with networks, federations.
3. English and either Tamil, Kannada, or Telugu
4. Open to travel a minimum of 10 to 15 days a month.
5. Experienced in networking, govt relationships, collaborative efforts,
6. Strong communication skills

Experience:

At least 8-10 years in the social sector particularly with non-profit organizations handling responsibilities of designing, content development and delivering training and workshops. Minimum of 5 years of direct work experience with a program implementing NGO. Work exposure with NGO or Industry Federations.

Skills & Knowledge:

- ◆ Master's degree in Social Work/Sociology/Rural Development/Development Management/NGO Management/Social Sciences or related field.
Exposure to NGO / Industry Federations and Policy influencing.
- ◆ 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 "Master Trainer FED OD" as the subject line. Will be helpful if you share a link to your LinkedIn profile.

Only short-listed candidates will be contacted.