



## **Position State Trainer - Jharkhand**

**About Dhwani Foundation** A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisational Change Management (OCM) programs, technology enablement, system and process improvement and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur, reaching close to 2800 grassroots NGOs through various OCM initiatives **Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.**

**Position** State Trainer Jharkhand (Full time - In Office)

**Location** Based in Ranchi with travels across NGO partner locations in Jharkhand

### **Purpose of the Job**

Lead the design, delivery, and quality assurance of Dhwani's Organisational Change Management (OCM) training programs in the state. The State Trainer shall have the responsibility of delivering the training content and ensuring high-quality implementation of training interventions in line with program goals.

### **Key Responsibilities**

#### **1. Training Content & Development - Ownership**

- Lead the design, development, and standardise Niranthara & Saksham training content and modules, use of diverse training methodologies.
- Ensure timely updates, relevance, and contextualisation of content, based on partner needs. Ensure translation of materials into local languages in coordination with state teams.
- Create and update standard PPTs for the modules, templates, manuals, handbooks, handouts, tools, and training aids.
- Develop knowledge and skills to specialise in one or two content areas, preferably Leadership & Strategy and Fundraising—and take full ownership for delivering these topics during training sessions.
- Develop an in-depth knowledge and understanding of the Niranthara Parameters, update the parameters, definitions according to changing contexts and needs within the sector.
- Review and provide input on the annual training calendars, monthly workshop/training schedule of Trainers.

- Regularly review & update the Manuals, Handbooks for Helpdesk, Trainers, Policy templates, Formats and templates.
- Develop and design workbooks for Niranthara Modules (similar to that of Strategic planning and Program Planning) with support from other Trainers.
- Prepare/provide inputs to monthly Program Review meetings and participate in monthly reviews and initiate suitable actions on the suggestions.
- Create and maintain database of Resource Organisations, Training Organisations, Resource Persons specialised in Organisational Change Management (OCM).
- Build resources – handbooks, manuals, booklets, guidelines, workbooks for the use of trainers, helpdesk team, and assessors.
- Ensure that every Training and Workshop process is documented and shared with the Central Team.
- Collect all the questions raised by participants in different trainings and workshops and maintain a database of FAQs for 8 modules + any other relevant general questions.

## **2. Training Delivery Leadership**

- Deliver strategic, challenging, or high-impact training sessions in the state.
- Ensure training schedules are adhered to, and programs are implemented as planned.

## **3. Training Operations & Coordination**

- Provide annual training calendar to central training dept.
- Monitor adherence to training timelines and ensure proper documentation of all training activities in the state.
- Conduct post-training reviews and debriefs with trainers.

## **4. Training Quality Assurance & Monitoring**

- Conduct regular quality audits of training delivery.
- Gather feedback from training participants and analyse outcomes for continuous improvement.
- Document and disseminate success stories, case studies, and learnings.
- Oversee refresher training and corrective action plans as needed.
- Ensure alignment with Dhwani's training standards and policies.

## 5. Stakeholder Engagement

- Collaborate closely with the Program Implementation team for synchronised partner engagement.
- Engage with state leadership for planning and feedback on training interventions.
- Represent the Central Training Department in strategic discussions related to training.

The job description are dynamic and can change with the organisation structure, policies, requirements, and the changes in the ecosystem in which the organisation operates.

## Qualifications & Experience

- Graduate/Postgraduate in Social Sciences, Education, Development Studies, or related fields.
- Minimum 8-10 years of experience in training, facilitation, and content development.
- Prior experience in the development sector, preferably in capacity building of NGOs.
- Experience in managing multi-location trainer teams will be an added advantage.

## Key Competencies & Skills

- Strong expertise in adult learning methodologies and capacity building.
- Proven ability in content development and training delivery.
- Excellent communication, facilitation, and interpersonal skills.
- Strong planning, coordination, and project management capabilities.
- Ability to analyse feedback and adapt training content accordingly.

**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) with 'Trainer - Jharkhand' as the subject line. Mark a copy to [anangadev@dhwanifoundation.org](mailto:anangadev@dhwanifoundation.org). Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.