



Role: Soft Skills Trainer

About TNS India Foundation:

TNS India Foundation (TNSIF) is a non-profit development organization with over 10 years of experience in implementing robust, effective and demand-driven programs working towards national economic reconstruction, with a special focus on women. By connecting capable individuals to transformative opportunities, we have been able to create an enduring impact for them, their families and communities. More information can be found at www.tnsindiafoundation.org

The Job

- Establishing partnerships with Tier 3 & Tier 4 colleges for the youth employability program
- Mobilizing students from these colleges and gauging their interest
- Training students on Soft Skills Curriculum (provided for by program) in offline & online modes
- Following up with students for course completion, assignments etc. as the need may arise
- Mobilizing and preparing students to apply for placement opportunities
- Providing one to one counselling to students to work in the formal sector
- Maintaining student and program data in relevant trackers and dashboards
- Collating case studies and other program collateral
- Providing other support as the role may require

Details

Program Specialists in Training and Counselling will typically work with students on a full-time basis, providing extensive and high-quality training and counselling. They will work within the challenging college ecosystems and engage actively with key stakeholders of the program including students, parents and college administrators.

The role of the Program Specialist involves Mobilization and Outreach – reaching to disadvantaged student groups in tier 3 and tier 4 colleges, enrolled in their final year of graduation. Majority of the students are first generation learners, thus, creating awareness about the importance of working in formal sector jobs is an important aspect of the job role. The Program Specialists then conduct Screening of the students through interviews, gauging their interest and fit in the program. The selected students are then enrolled in Training on soft skills, including employability skills, interview preparation, group discussions, CV writing, bringing awareness about the job market, career growth and work readiness. The trainers also engage parents and support their students through counselling, ensuring they have a smooth transition from Campus to Corporate. They will additionally be accountable for managing relationships with college partners by providing them with regular updates and effectively engaging with them in all program activities.

The Program Specialist should be willing to innovate and improvise on the program to build a truly exciting youth employability experience for the students. It is the goal of the Specialist to drive a on their first job. The role calls for highly motivated development sector professionals, looking to make real impact with the youth they work with.

Preferred Skills & Experience

- Fresher MSW or upto 3 years' experience for Program Specialist role.
- Preferred work experience in student engagement (including internships and volunteer work)
- Demonstrated excellence in college, student engagement, internships and extra-curricular work
- Top tier graduate and/or postgraduate degree (preferred)
- Ability to work in a diverse team and under pressure
- Excellent written and oral communication skills