Milaan
Building a movement of Girl Leaders

Position	Block Coordinator Training
Location	Blocks of Balrampur, Shrawasti District in U.P
Reporting Officer	Block Program Coordinator
Type	Full-Time

Position Brief

The Block Coordinator Training will report to the Block Program Coordinator, and the State Program Officer. The Block Coordinator Training will be responsible for implementing the approved training and capacity-building plan with the program stakeholders, conducting training for AWWs, Girl Icons and relevant staff, and ensuring timely reporting of the updates, progress and challenges. The role integrates safeguarding and gender equity into all training and facilitation, and works closely with the BPC and MEL to align training with programme needs.

Key responsibilities

- **Training design and implementation**
  - Implement the approved training and capacity-building plan, and support creation of the block training plan and design in collaboration with the State Training and Design Officer.
  - Ensure the timely implementation of activities by stakeholders at the block level, and contribute to achievement of agreed block-level GIP targets.
  - Conduct a training needs assessment, and develop and maintain the training calendar.
  - Identify capacity gaps, information and/or resources needed by stakeholders to ensure effective and timely implementation of the training design at the block level.
  - Deliver planned training for Anganwadi Workers (AWWs), Girl Icons and relevant staff to strengthen their facilitation skills for programme delivery.
  - Provide ongoing coaching, follow-up and supportive supervision to address identified gaps.
  - Form girls' groups and work with AWWs, parents, and community members as per the program activity plan, to ensure their regular participation.
  - Plan and organise events for the program at the community and/or block level as per the program plan to promote girls' leadership and gender equality.
- **Quality of training**
  - Support in and conduct regular observations of training and group facilitation sessions to ensure quality of training and content delivery.

- Provide feedback and coaching to AWWs, Girl Icons and staff based on field observations, and adapt training and coaching based on field feedback.
- Integrate safeguarding and gender equity into training, facilitation and group sessions.
- Work closely with the block MEL person and the BPC to align training with programme needs, and share learning from the block level with the relevant district and state team members for timely course correction in training design and plan as needed.
- Create and review weekly and monthly plans and reports, provide timely training updates for block reporting, and maintain accurate documentation including attendance, training records and records of coaching and group activities.
- Support in the tracking and review of training activities, and data collection on the relevant platforms by different stakeholders in the program implementation areas.
- Use training observations and learning data to improve facilitation and strengthen capacity-building activities, and document training and learning outcomes.

- **Government and community engagement**
  - Liaise with key government stakeholders at the block level to build, increase and/or maintain rapport.
  - Coordinate with AWWs and other frontline workers for the effective implementation of activities.
  - Engage with Girl Icons and girls' groups through programme platforms, and use training platforms to strengthen awareness of government schemes and entitlements.
  - Engage with parents and community members to promote awareness, strengthen relationships, and mobilise support for the organisation's programs, and support community-level platforms through technical inputs.
  - Share field-level observations, learning and recommendations for programme improvement with the BPC.
- **Capacity building**
  - Participate in capacity building sessions organised by the program team on issues, thematic areas, and/or facilitation skills.
  - Identify and share requirements for own capacity building on issues, thematic areas and/or facilitation skills with relevant team members at the district and state level.
  - Respond to training and capacity-building gaps identified in the field.

Specific knowledge, skill and experience required:

- 3-5 years of experience in training, facilitation, and community engagement including engagement with government officials and frontline workers.

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- Strong understanding of instructional design, facilitation skills, training needs assessment, and gender and related issues.
- Experience in coaching and supportive supervision of frontline workers.
- Strong understanding of adolescent engagement and life-skills education.
- Strong commitment to child safeguarding, and gender inclusion and equity.
- Ability to manage and support large and diverse groups of adolescents, community members, and block-level government officials.
- Willing to travel extensively within the block, work closely with community members, and with teams at block and state-level across Milaan.

How to apply?

Please send your CV along with a Cover Letter telling us in brief why you are suitable for the position to careers@milaan.in with the subject “Application for Block Coordinator-Training”.

CTC for this position will be 3 to 3.6 LPA, depending upon skillsets and years of experience

Note: Milaan is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, disability, or sexual orientation, and evaluate all candidates based on merit.