

### Specialist – Facilitator Development, Tata STRIVE

Tata STRIVE, is group wide skill development initiative, launched recently aims to develop Employability, Entrepreneurship and community Enterprise capabilities. This initiative would involve mobilizing youth (18 – 35 years) from under-served communities, training them on demand driven vocational skills along with integrated life-skills to empower them for a brighter future.

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| Designation          | <b>Specialist – Facilitator Development</b>  |
| Functional Area      | Programme Execution  |
| Openings             | 1 Mumbai   1 Delhi   |
| Objective            | Ensure that the new facilitators are ready to deliver sessions (domain and life skills), provide support in the adoption of processes, plan and implement learning programs for developing different roles in the Program Execution Team.  |
| Major Deliverables   | <ul style="list-style-type: none"> <li>• Create and adhere to training schedule</li> <li>• Contribute in designing training programs.</li> <li>• Timely execute the processes detailed before and after the training program</li> <li>• Deliver Trainings as per the guidelines</li> <li>• Co-Facilitate Coach Training Programs</li> <li>• Support and mentor new facilitators</li> <li>• Evaluate and suggest changes to the training program based on the feedback from participants/key stakeholders</li> <li>• Deliver facilitator development modules</li> <li>• Assess and offer feedback/observations to enhance facilitation skills of exiting facilitators.</li> <li>• Co-ordinate with different consultants, service partners for delivery of work and feedback. Document and Report key data and metrics as per SOP</li> <li>• Continually puts efforts in developing self.</li> <li>• Conduct coaching sessions with new/existing associates in the PE team.</li> <li>• Document and Report key data and metrics as per SOP</li> </ul> |
| Reporting To         | Lead- Facilitator Development  |
| Locations            |  |
| Essential Attributes | <ul style="list-style-type: none"> <li>• Possesses and acquires facilitating expertise</li> <li>• Strong Communication and interpersonal skills</li> <li>• Customer Centric &amp; Relationship Management</li> <li>• Team Player</li> <li>• Result Oriented/ Outcome Focused</li> <li>• Planning and Organising skills</li> <li>• Adherence to SOP</li> <li>• Adaptability to work in dynamic working conditions</li> <li>• Proficiency in MS Office;</li> <li>• Willing to unlearn, learn and practice new tools and techniques – for e.g. Coaching</li> </ul>  |

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| Qualification         | Graduate / Post Graduate,<br>Desirable – MBA, Certified by SSC(Sector Skill Council) |
| Experience<br>(years) | 8 - 10 years (Min 5 years of experience in training)                                 |