

Empowering Women, Enhancing Lives: Join Our Team as a Full-Time Program Support for Samruddhi Program

About Us:

Piramal Foundation is dedicated to transforming lives through women's skilling programs. We are seeking a motivated and passionate individual to join our team and contribute to the growth and development of women trainees. Please visit our website to know more about us: <https://www.piramalfoundation.org/>

Position: Centre Lead

Location: Pune, Dehradun, Patna, Indore Bengaluru, Chennai, Hubli, Udaipur

Job Type: Full-time, on-site (6-month Fixed Term Contract)

Job Summary:

As a Program Centre Lead, you will be vital in delivering tailored training programs, coaching essential life skills, and fostering a supportive environment for women trainees and help them overcome first job challenges in Corporates.

Your work will directly impact the lives of our trainees, empowering them with new skills and shaping their futures.

Key Responsibilities:**Pre-Training**

- Support in the mobilization and outreach of the program.
- Support the recruitment of women candidates from underserved communities.
- Collect documents for onboarding of candidates.
- Address any doubts candidates may have regarding the program curriculum
- Co-create a curriculum focused on employability skills.

Training

- Facilitate induction workshops with the central team.
- Deliver a tailored curriculum for women trainees.
- Design and implement curriculum-based activities based on centre needs.
- Conduct daily debriefs, emotional check-ins, and coaching sessions for women trainees.
- Coordinate with internal and external stakeholders to ensure program alignment.
- Co-facilitate workshops with partners to enhance the training experience.
- Ensure program milestones are met, and client expectations are fulfilled.
- Provide counselling, facilitate group discussions, and develop support networks.
- Counsel and motivate apprentices to continue with the sales program.

- Document apprentice journeys, personal transformations, and stories of overcoming challenges.

Post-Training

- Facilitate a smooth transition to on-the-job training
- Guide apprentices on navigating branch deliverables and communication with colleagues and reporting managers.
- Collaboration and coordination with the branch people.
- Coach apprentices on job roles and meeting employer expectations.

Key Deliverables

- Support Recruitment of women candidates from underserved communities and manage onboarding documentation.
- Customize the employability and sales skills curriculum based on the broad framework provided, ensuring alignment with centre-specific needs and industry requirements
- Integrate hands-on activities and participant feedback to continuously enhance the curriculum for improved engagement and learning outcomes.
- Facilitate workshops, conduct emotional check-ins, and provide coaching while tracking participant engagement and feedback.
- Collaborate with stakeholders to align programs and generate milestone reports to monitor progress and satisfaction.
- Support apprentices during their transition to on-the-job training, offering guidance and motivation for their ongoing development.

Requirements:

- Minimum graduate with 3-4 years' experience in women's skilling programs
- Excellent communication skills in Hindi, English, and Kannada (regional language, where you are applying)
- Strong competencies in:
 - L&D Co-Facilitation
 - People Management
 - Motivational Coaching
 - Problem Solving
 - Creative thinking
 - Customer Focus
 - MS Office

What We Offer:

- Opportunity to make a meaningful impact on women's lives
- Collaborative and dynamic work environment
- Professional growth and development

How to Apply:

If you're passionate about empowering women and have the required experience, please email your application to recruitment.ss@piramalfoundation.org

Join our team and be part of a movement that transforms lives!