

<b>Job Title</b>	<b>: Training Officer</b>
<b>Department</b>	<b>: Program</b>
<b>Location</b>	<b>: Delhi/NCR</b>
<b>Direct reporting to</b>	<b>: Manager Family Reintegration and Child Safeguarding</b>
<b>Functional reporting to</b>	<b>: Manager Family Reintegration and Child Safeguarding</b>
<b>Responsible for</b>	<b>: No reporting team member</b>
<b>Nature of employment</b>	<b>: Permanent</b>

Railway Children (RC) is an international not for profit organization, established in UK and working in India since 1996. RC has worked at more than **35 railway stations** and **reunified more than 100,000 children** (found alone and at risk) with their respective families. RC has played a significant role in the **development of the first ever Government Guidelines on protecting Children in Contact with the Railways**. Subsequently, it was also involved in the process of **developing Standard Operating Procedure (SoP) on child protection for the Indian Railways (2015)**. Railway Children India was established as a **Section 8 not for profit Indian company in 2013 to scale and sustain the impact of RC's work in India**. Railway Children India's (RCI) vision is **"a world where no child ever has to live on the street"**.

RCI aims to transform India's railway stations into **child-friendly spaces** to protect every child arriving or passing by the station alone. At the **community** level, we work to create a safety net within the community, so that none of the children fall out of the safety net and become vulnerable. We also work at the **Government** level to strengthen systems and structures; key to ensuring long-term and sustainable changes. An integral part of our work is capacity-building the station community and railway officials on the issues faced by children, and how to respond to their needs. RCI currently works at 3 railway stations and 1 bus terminal. We are also working with children living across 7 slum communities of Delhi and NCR settled around transport terminals. Our work protects around 4000 children every year.

### **Job Purpose:**

Railway Children India (RCI) is seeking a Training Officer who is passionate about implementing training programs. The incumbent will be primarily responsible for designing, developing, and implementing training programs within the organization and with key stakeholders involved in child protection. The Training Officer will work closely with the Manager Family Reintegration and Child Safeguarding to implement RCI's training program with an emphasis on building the capacity of staff members.

### **Roles and Responsibilities:**

The Training Officer will be responsible for assessing training needs, delivering, or overseeing training sessions, documenting reports, and compiling training data. The incumbent is expected to contribute to the development of training modules and presentations that will enhance the capability, knowledge, and skills of staff. This individual will be accountable for evaluating the effectiveness of training programs and methodologies, ensuring alignment with organizational goals, and constantly

improving training initiatives to enhance staff and stakeholders' knowledge and skills.

### **Key Functions:**

- Work closely with the Manager Family Reintegration and Child Safeguarding to ensure training initiatives complement overall organization objectives.
- Conduct surveys, evaluations, and discussions with stakeholders to determine the skill gaps and learning needs of staff.
- Create training modules, materials and resources that are engaging, informative and tailored to meet specific learning objectives.
- Conduct training sessions or workshops utilizing various methodologies (such as in-person, virtual, or blended learning) to accommodate different learning styles.
- Measure the effectiveness of training programs with assessments, feedback, and post-training evaluations and use this data to refine and improve future training initiatives.
- Manage the logistical aspects of training, including scheduling sessions, coordinating venues or virtual platforms, handling registrations, and maintaining attendance records.
- Generate reports on training effectiveness, participant feedback, and training impact metrics.
- Any other task as required to implement the training activities in the project area.

### **General duties**

- Uphold and work within Railway Children India's policies and procedures.
- Conduct yourself in accordance with Railway Children India's Child Safeguarding Policy and Code of Conduct Policy in personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness across the organization and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

### **Job Specifications**

#### **Qualifications**

- A professional with master's degree in social sciences or mass communication or equivalent.
- Minimum 4-5 years relevant experience, including in child rights and protection.
- Previous experience in designing, delivering, or managing training programs is often preferred.
- Strong verbal and written communication skills (Hindi and English) to effectively deliver training, create engaging content, and interact with various

stakeholders

- Ability to assess training needs, evaluate training effectiveness, and interpret data to make informed decisions and improvements.
- Capability to manage multiple training initiatives and coordinate logistics.
- Proficiency in MS Word, Excel, and PowerPoint for creating training materials and presentations
- Ability to create comprehensive reports on training effectiveness, participant performance and feedback analysis.
- Knowledge of systems used for organizing and storing training-related documents.
- A good understanding of the child protection issues.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills; proven ability to prioritize and deliver on time.
- Sensitive to the rights of children, especially on child protection and gender issues.
- Willingness to undertake extensive field work.
- Sense of balance and ability to work under pressure.

#### **Compensation offered:**

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

#### **Expected attitude:**

- Commitment towards working on the cause of children in difficult circumstances.
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life, which includes reporting suspicions of child abuse or any breach of these policies.

#### **Job Reference: 'Training Officer \_RCI'**

#### **To Apply:**

The eligible candidates may send their application along with a cover letter at [@contact@railwaychildren.org.in](mailto:contact@railwaychildren.org.in) by mentioning the Job title above. Please mention 'Job reference' in the subject line of the application. Applications received without correct subject lines will not be reviewed.

At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us through our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.

Due to a high volume of applicants, only those found suitable for the role will be contacted.