JOB PROFILE: Workshop Facilitator

Introduction
Barefoot College was founded in 1972 to support rural communities in achieving sustainable sufficiency. More information on the Barefoot approach at https://www.ted.com/talks/bunker_roy

Mission summary
Barefoot College recognises the key role that women play in improving their own and their community’s overall quality of life. It invests in women and provides them support to reach their full potential to fulfil their aspirations and transform their communities by elevating their economic status and achieving high social and environmental impact.

The Enriche section of Barefoot College brings forth the aspirations of women and focuses on knowledge and awareness building through holistic workshops in several thematic areas such as Financial Inclusion, Micro-Enterprise Skills, Women Health, Aspiration and Agency, Sustainable Living Practices, Livelihood Skills, Rights & Responsibilities and Digital Skills.

JOB PROFILE
The Workshop Facilitator will be responsible for the translation of Enriche curriculum in local language and delivering it with the support of Enriche master trainers.

She will work part-time at the location allocated to her in close coordination with centre-in-charge and will be responsible for monitoring progress, documenting workflow and best practices. She will also be responsible for creating workshop/training reports. Her engagement will be partial only limited to the period of training.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with written and verbal communication, administrative, and organizational skills, workshop delivery skills and techniques.

JOB RESPONSIBILITY
Responsibilities include but are not limited to:

Enriche Curriculum Translation and Implementation
- Attending Enriche Curriculum training and rehearse curriculum delivery in Hindi or English to build capacity as a facilitator
- Translation of Enriche Curriculum/activities in the local language.
- Plan and coordinate activities in collaboration with the other Barefoot team members.
- Facilitate/deliver workshops in the local language with digital teaching aids and material with audio-visual content in Hindi or English
Enriche Training Logistic Arrangements

- Coordinate logistics such as getting dispatched trainee’s resource kits & training tools from Tilonia to the training location and sending back training tools and surplus material after training.
- Ensure required training infrastructure/resources in place to conduct workshops.
- Work out a viable channel of online support of Enriche trainer if needed, during training delivery.

Documentation and Reporting

- Keep updated records and collate data for preparing accurate reports.
- Detailed documentation and report writing related to the workshops.
- Monitor progress and assess learning outcomes.

SKILLS

- Excellent communication and listening skills
- Self-starter, ability to work alone as well as in a team;
- Experience of and skill in participatory, peer-to-peer facilitation methods beneficial;
- Possess a good understanding of workshop management techniques and methods.
- Demonstrate openness when engaging with stakeholders and team members
- Understanding of group dynamics, engaging and energizing attitude with workshop participants;
- Understanding/experience of the realities, needs and well-being concerns of rural women;
- Creativity to work in challenging situations;
- Passion for learning, unlearning and engaging in various areas related to women empowerment;
- Excellent time-management and organizational skills.

EDUCATION AND EXPERIENCE

- At least 2 years of work experience, preferably in facilitating workshops/learning sessions
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Graduate in any discipline
- Applications are welcomed only from women candidates

COMPENSATION

Barefoot College recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

LOCATION
The position will be based in Tilonia and will require some travel. Candidates in and around Rajasthan are preferred.