



JOB DESCRIPTION

POSITION: Master Trainer

LOCATION:

- 2 Positions: Selected districts in Haryana (near to Delhi) & Delhi
- 2 Positions: Selected districts in Uttar Pradesh ((near to Delhi) & Delhi
- 1 Position: Delhi

REPORTS TO: Project Coordinator / Project Lead

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

Project Summary:

AWE Project is a new initiative of ACCESS, to promote women's enterprise and help them realise their potential for socio-economic empowerment and sustainable business growth through capacity building, business improvement and peer learning. Under the project, 6000 women micro-entrepreneurs in urban and peri-urban areas of Delhi and selected districts of Haryana and Uttar Pradesh (near to Delhi) will be identified and engaged for building their business skills and to help them upscale their enterprises. Training and capacity building will be undertaken using a set of innovative training resources. The specific objectives of the project are to: advance access to financial services and entitlements among women micro-entrepreneurs through financial literacy, enhance women entrepreneurs' business efficiency and competitiveness for improving revenue and profit and enhance women's decision making, mobility, and negotiation skills.

Implementation Districts: Delhi: All districts; Haryana: Faridabad, Gurugram, Sonipat, Jhajjar, Nuh, Rewari, Palwal; Uttar Pradesh: Ghaziabad, GautamBuddha Nagar, Baghpat, Hapur

Position Summary:

In this context, ACCESS is inviting applications from self-driven professionals who are interested to take on the role of Master Trainer and delivering against the objectives of the project. The Master Trainer(s) will be responsible for high-quality and effective training delivery in designated districts/clusters reaching out to about 1,200 women entrepreneurs as per the objectives and deliverables of the project.

Responsibilities:





- Conduct training and capacity building for women entrepreneurs in local language, through training sessions on enterprise development, financial and digital literacy, and gender as per training curriculum and calendar.
- Drive project activities in an outcome-oriented manner such that participating women enterprises are encouraged to adopt improved business practices and access business support services.
- Support and oversee 4-5 Cluster Coordinators to ensure effective mobilization of identified women entrepreneurs for maximum participation in training programmes, collection of feedback on trainings and monitoring of project activities and outcomes.
- Build capacities of Cluster Coordinators on training delivery, providing handholding support and effective conduct of programme activities.
- Prepare and submit monthly training plan and monthly progress reports to Project Coordinator/Lead.
- Regularly visit sampling of women entrepreneurs participating in the project to understand training outcomes and community needs.
- Support process of training material customisation – specifically, adaptation of the training modules content for effective delivery as per audience need and translation as required.
- Develop formats for pre-post tests and training feedback forms to understand and map the internalization of topics and acceptance of trainings.
- Participate in fortnight and monthly project review meetings.
- Work as per the guidelines of project and organization.
- Implement other tasks assigned by Project Lead OR Head Office as per project requirements from time to time.

Education & Experience:

- Bachelors/Master's degree from any recognized university, preferably in Development Studies, Entrepreneurship Development, Social Work.
- Atleast 4-5 years of experience in training and capacity building specifically in non-farm livelihoods, enterprise business planning, training and handholding.
- Experience of working in urban livelihoods programmes and in the training of micro-entrepreneurs desirable
- Experience of working in women focused programme is desirable

Skills and Competencies:

- Communication & Interpersonal skills
- Community Engagement
- Team Management

Language Proficiency:

- Excellent command over Hindi language (read, speak, understand and write)
- Fair command over English language (read, speak, understand and write)

Travel Requirement:





- Willingness to travel across project locations (Delhi, Haryana, UP) as required for implementing the project effectively.

COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.

ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to hr@accessdev.org. Only short-listed candidates will be contacted. The deadline is November 30, 2023.

