

LLF

Language and Learning
foundation

Strong Foundation, Stronger Future

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HIRING

**BEHAVIOURAL
CHANGE SPECIALIST**

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Language and Learning Foundation (LLF)

Position: Behaviour Change Specialist -DST

Location: New Delhi

Organisation summary:

[Language and Learning Foundation](#) (LLF) is a New Delhi based non-profit organisation with the vision of enhancing equitable student learning, especially language and literacy development, through professional development of teachers and teacher educators, building/sharing knowledge and implementing projects in collaboration with state governments. LLF currently works with 8 state governments across the country. To know more about the organisation, click [here](#).

About Demo Support Team (DST):

LLF's School Demonstration Programs are currently running in 4 states, working with district education officials to improve children's literacy and numeracy outcomes through continuous professional development for teachers, strengthened academic support, development of children's learning materials, and regular monitoring and assessment with a focus on supporting struggling learners. As the number of Demonstration Projects increases across different states, it becomes crucial to establish a dedicated team to train, guide, and support members and ensure projects meet LLF's vision and standards. Thus, the Demo Support Team (DST) has been created to standardise processes, practices, materials, and training to maintain the quality of existing and upcoming demo projects.

Position Summary:

The Behaviour Change Specialist will be responsible for designing and delivering training, workshops, and strategies to field teams working with primary school teachers, academic resource personnel working at block and cluster level and education officials working at district, block, and cluster level. The role will involve supporting teams to handle different kinds of situations on the field, resolve internal and external conflicts, improve communication skills to motivate and influence stakeholders, celebrate small wins, manage time effectively, work towards outcomes more seriously, and build better relationships. The role will also involve designing strategies to improve training.

Key responsibilities:

- Identify areas of behaviour management and relationship building that need improvement within the program.
- Develop and implement strategies to address these areas including but not limited to conflict management, time management, motivation, and establishing cordial relationships.
- Provide guidance to the field team on best practices for establishing positive relationships with government officials at different levels and maintaining regular communication.
- Develop and implement strategies to motivate teachers and teacher mentors to work towards improving children's learning outcomes.
- Identify and manage behaviours that may impede program success and develop strategies to mitigate them.

- Provide training and coaching to the field team on effective behaviour management and relationship building techniques.
- Collaborate with other program staff to ensure a cohesive approach to program management.
- Work closely with the state team to understand their workshop needs and design customised solutions that meet their requirements.
- Lead the development & delivery of high-quality workshop materials, including presentation decks, activities, and handouts.
- Manage the development of workshop content, including research, writing, editing, and proofreading.
- Facilitate workshops and train other facilitators to ensure high-quality delivery of workshops.
- Ensure all workshops meet quality standards and are delivered on time and within budget.
- Continuously evaluate and improve workshop content and delivery methods to ensure high engagement and impact.
- Develop and maintain a library of workshop materials and resources.
- Effectively train and facilitate government school teachers, teacher mentors, master trainers, etc.
- Conduct needs assessments to identify training needs and gaps
- Develop workshop curricula that align with LLF & DST goals and objectives
- Design and develop instructional materials, including participant guides, facilitator guides, and multimedia content
- Manage the workshop delivery process, including logistics, facilitation, and evaluation
- Analyse and report on workshop effectiveness, using data to make recommendations for improvement
- Any other work assigned by the supervisor will also be part of the JD.

Qualifications, Skills, and Abilities:

- Post-graduate in fields like management/social & behavioural science/Education or equivalent degree is required
- 7-8 years of work experience; minimum 5 years of experience in instructional design and workshop development, including experience with adult learning theory and facilitation techniques is required
- Proven ability to work in education projects that involve training, content designing, material development, and capacity building
- Proven record of excellent writing demonstrated in a professional portfolio. Should have experience in creating multimedia content in hindi language.
- Strong experience in conducting training and facilitating government education stakeholders.
- Well-versed with computer skills including competency in the use of the internet and the use of Microsoft office
- High proficiency in Reading, Writing and Speaking of Hindi and English language; reflecting a creative and innovative thought process and content delivery. Hindi typing skill is an advantage
- Excellent presentation, interpersonal and communication skills, with the ability to work collaboratively with cross-functional teams and build relationships with stakeholders at all levels of the organisation
- Be highly organised to manage and prioritise workloads.
- Should be willing to travel as and when required.

Compensation: Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply:

If you are passionate about language teaching and literacy, have experience in creating and delivering high-quality content, and enjoy working with teachers and other stakeholders in the education sector, then we encourage you to apply for this position [https://docs.google.com/forms/d/e/1FAIpQLSeLjg7i8ksqNLUNd3YjON6FSa9n7gZB4IDxGNPglb_aD9vKDg/viewform?usp=share link](https://docs.google.com/forms/d/e/1FAIpQLSeLjg7i8ksqNLUNd3YjON6FSa9n7gZB4IDxGNPglb_aD9vKDg/viewform?usp=share_link) by 30th May 2023.