

Friends of Moral Re-Armament (India)

Asia Plateau, Panchgani 412 805, Dist. Satara, Maharashtra, INDIA

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Trainee Programme Coordinator – Asia Plateau

Initiatives of Change (IofC) India is seeking a 'Trainee Programme Coordinator' to join our team at Asia Plateau, the training & education centre in Panchgani. This is an unique opportunity for those interested in working for a reputed NGO and living & working with an inspired and diverse community which believes in the ideas of Initiatives of Change (IofC). We invite applicants with strong planning, organising and coordinating abilities as well as commitment to utilising their skills to serve society.

About Initiatives of Change (IofC)

Initiatives of Change (IofC), is a worldwide movement of people of diverse cultures and backgrounds, who are committed to the transformation of society through changes in human motives and behaviour, starting with their own.

In India, Initiatives of Change (IofC) is a NGO registered as a public charitable trust under the Maharashtra Public Trust Act. It aims to achieve its objectives by promoting education and learning for the purpose of character development through the application of the highest moral standards. It holds learning programmes, trainings, conferences and dialogues for people from all walks of lives including government, business, youth, armed forces, educators, rural communities and others. www.in.iofc.org

Our Values

We believe that everyone has a part to play in nation-building and creating a world that works for all. We believe an honest look at one's own motives and behaviour is the start of global change. IofC singles out four values as our foundation for self-reflection: honesty, unselfishness, purity, and love.

About Asia Plateau

Asia Plateau is the training and education centre of Initiatives of Change located in Panchgani, near the famous hill station Mahabaleshwar, in Satara District. It was established in 1968 and is spread across 68 acres of mostly naturally regenerated forest.

Asia Plateau is home to a community who believe in the ideas of Initiatives of Change (IofC) of striving towards making the world a better place, beginning with themselves. The community is an international one and we regularly have guests visiting from all around the world. We work with people from all strata of society.

Regards,



Anup Pawar
Programme Manager,
Asia Plateau, Panchgani



A member of Initiatives of Change (IofC) International

Building trust across
the world's divide

Friends of Moral Re-Armament (India)
an Educational Charitable Public Trust registered under

The Maharashtra Public Trusts Act 1950
vide Reg. No. E – 2118 (Bom).

About this Role

Job title: Trainee Programme Coordinator (2 Positions)

Who does this role report to: Programme Manager

Salary: Commensurate with experience

Benefits: Accommodation and meals at Asia Plateau (MRA Centre)

Location: Asia Plateau (MRA Centre), Wai-Panchgani Road, Panchgani, Maharashtra, India 412805

Job description:

The Trainee Programme Coordinator will work closely with the Programme Manager to carry out several tasks before, during and after each programme at Asia Plateau. We are looking for someone who is a meticulous planner, possesses an eye for detail, and has excellent people skills.

The trainee programme coordinator will undergo training and have a yearlong opportunity to learn through hands-on experience. The role is initially open for 1 year with the potential for extension based on mutual agreement

This role is residential and will require you to be based at our conference centre in Panchgani.

Main responsibilities & duties:

The Trainee Programme co-ordinator will play a crucial role in ensuring the successful planning, execution, and evaluation of the Asia Plateau programmes.

Your responsibilities will include:

Program Coordination

- Prepare programme schedules and pre-programme materials
- Coordinate participant activities during programmes
- Coordinate participants arrivals, welcome and oversee departures
- Coordinate logistics with various stakeholders and arrangements of current & future programmes

Program Support

- Make introductions and announcements during programmes.
- Participate in planning meetings along with facilitator teams and act on requirements as needed

Communication

- Communicate effectively with various program stakeholders including, participants, partner organisations, course directors, facilitation teams and the Asia Plateau administration team

Program Evaluation

- Conduct reviews and data analysis of concluded programmes

Community Engagement:

- Actively engage in community activities at Asia Plateau and fulfil resident responsibilities living according to the values outlined.

Key Qualities, Competencies:

Candidates should demonstrate the following qualities:

- Alignment with Initiatives of Change (IoFC) values
- Integrity and ethical behaviour
- A warm and caring spirit
- Excellent interpersonal skills. Ability to build and maintain professional working relationships with the various programme stakeholders
- A team player; able to work with people from diverse backgrounds and abilities
- Organized
- Attention to detail
- Ability to work under pressure, while remaining flexible, proactive and efficient
- Adaptability - work hours vary greatly and you will be required undertake some tasks outside of work hours
- A growth mindset: A Willingness to learn, having a solution-oriented approach to work, going above and beyond any assigned task list.
- An effective communicator with command over Marathi and Hindi. Fluency in-English and other languages are an added asset. ***There must be a willingness to learn English.***
- Computer proficiency especially in Microsoft Office-Word, Excel, Email.

Other Requirements:

Living as part of the Asia Plateau community you will be required to adhere to the Initiatives of Change (IoFC) community values.

Minimum Qualifications & Experience:

- Graduate in any stream
- Any extra curricular activities, including student body leader, voluntary service and internships in other organisations is desirable.

How to apply:

Please apply on our website at <https://in.iofc.org/workwithus> by end of day on **10th March 2024**.

References will be needed for successful candidates.