



Design & Development Executive

About Life-Lab

Learning Is Fun & Experiential (LIFE) Lab envisions a world in which every child enjoys learning and lives with a scientific attitude. We seek to make learning engaging and relevant for students as well as to empower educators to create self-sustainable experiential learning environments. Thus, at Life-Lab, we innovate simple products that spark creativity and problem-solving skills in children and devise effective pedagogical processes that enable teachers to enhance their own knowledge, skills, and mind-sets to facilitate holistic learning. To learn more about the organization, please visit:

www.life-lab.org

Position Summary

Design & Development executive at Life-Lab would be part of the R & D Team to Design Life-Lab's Activity Based Science Learning Programs that will impact lakhs of children in the FY 18 – 19. The role includes Research & Develop Training & Pedagogical Practices, Do it yourself activities & Pilot & Validate the practices in model schools. We are looking for a go-getter, having a research bend of mind, excellent Teaching & facilitation skills & having the ability to work with Operations & Marketing Team to understand the requirements & accordingly recommend solutions keeping Life-Lab's Vision & Mission at the core, keeping the lens of organization's long-term & short-term theory of change.

Key Responsibility Area

- Developing & Customizing Life-Lab program content based on Sales & Operational Requirements
- Design, Pilot & Develop Teacher Training & Support Programs
- Design, Pilot & Develop Assessments for the Projects running
- Modelling the best practices for Operations Team
- Quality check for the Product material
- Reporting
- Data Collection & Analysis
- Innovate, Design & Improve content and activities

Roles & Responsibilities

- **Customizing Life-Lab Program content based on Sales & Operational Requirements**
 - Understanding the requirement from sales team & collaborating with R & D team to customize existing Life-Lab Modules based on client requirements.
 - Designing the modules that are execution-ready, handing it over to Operations Team & orienting the Operations Team on program specific customizations & recommendations to ensure Intended Impact during delivery.
- **Design, Pilot & Develop Teacher Training & Support Programs**
 - Collaborating with Content Team, & Product Design Team to research, innovate & develop Teacher Training & Support Programs to ensure intended Impact.
 - Create Project Implementation Plans by working with Operations Team.
 - Piloting & Validating the prototypes in Model Schools within the budget and on time.

For more info, log on to www.life-lab.org

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- **Design, Pilot & Develop assessments for projects running**
 - Research on best ABSL pedagogical practices to develop Impact Parameters.
 - Collaborating with Content Team, CRM Team and Operations Team to develop effective assessments which will help capture the success parameters
 - Piloting & Validating the assessment design in Model Schools within the budget and on time.
- **Modelling the best Practices for Operations Team**
 - Demonstrating best practices on the field for Operations Team.
 - Coaching & orienting the Operations team on recommended practices
 - Monitoring & Evaluating the performance of the Operations Team on recommended suggestions & provide course-corrections as & when required.
- **Quality check for the Product material**
 - Ensure that the material meets all the requirements aligned to a particular Product Design
 - Perform activities to understand the Quality of new products
 - Ensure deliverables/requirements are monitored and delivered
- **Reporting**
 - Liaison with the CRM to understand the reporting requirements and to update the training progress
 - Design and develop training status update reports
- **Data Collection & Analysis**
 - Ensure data is tracked and collected at every check point
 - Ensure data sheets are appropriately and completely filled
 - Perform data analysis to understand and ensure optimums performance levels are achieved
 - Ensure client deliverables requirements are monitored and delivered
- **Innovate, Design & Improve Content and activities**
 - Update yourself with contemporary best practices in the industry to apply the same to improve content and enhance performance levels

Knowledge Area

- Research Methods
- Training & Pedagogical practices in Schools
- Adult and child teaching and learning methods and practices
- Data Management, Data Analysis & Statistics
- School Science Proficiency



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Skills

- Interpersonal Skills
- Communication Skills – Written & Verbal
- Presentation Skills
- Negotiation Skills
- Conflict Management
- Planning
- Motivating Others/Coaching

Competencies

- Objectivity (in decision making, in assessment, during conflicts, etc.)
- Ownership
- Adherence
- Coordination
- Financial Discipline
- Result Oriented/ Performance Centric
- Customer Focus
- Inspiring
- Eye for detail

Candidate Profile

We are looking for an individual with a go-getter attitude and a go-to personality. Someone who can drive the projects and keep the momentum on and at the same time is extremely understanding and approachable to both internal and external stakeholders.

Qualification & Experience

- Minimum qualification: Bachelors in Science/Engineering with advanced proficiency in physics and chemistry concepts until grade 12
- Excellent verbal and written communication skills
- Good time management and organisation skills
- Proficient in Microsoft Office tools and Google Drive

Salary

As per industry standards and experience of the candidate

Location

Pune

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Candidates with relevant experience and interests are welcome to apply

To apply, please email your CV to info@life-lab.org

For more info, log on to www.life-lab.org