



Job Description – Associate Consultant (Legal)

Title: Associate Consultant (Legal)

Experience Level: Lateral

Job type: Full Time

Department: Center of Excellence (CoE)

Reporting to: CoE Head

Location: Chennai/Mumbai/Bangalore

We are seeking subject matter experts specializing in PoSH (Prevention of Sexual Harassment) and DEI (Diversity, Equity, and Inclusion) for content creation and training. The ideal candidate will have a proven track record of delivering impactful and engaging training sessions that foster a culture of respect, inclusivity, and compliance within organizations.

What we expect

Content Development & Training

- Create comprehensive training material, including but not limited to presentations, handouts, and case studies wrt to both PoSH and DEI content
- Continuously refresh training content based on legal developments and best practices related to PoSH and DEI
- Deliver customized training sessions on PoSH & DEI topics to meet the needs and challenges of different organizational contexts (industry, audience maturity, audience seniority, etc.)
- Collaborate with stakeholders to identify areas for improvement and future training needs

External Member

- Serve as member on client's PoSH committee to provide neutral views and guide the other members in case investigations or discussions
- Attend and actively participate in all meetings of the committee
- Draft and recommend committee reports and recommendations

Legal Compliances

- Research and write high-quality articles on various legal topics, including but not limited to topics related to PoSH and DEI
- Stay up to date with the latest legal trends, cases, and changes in legislation to ensure content accuracy and relevance

What will make you successful in this role

- Strong passion for creating safer and inclusive workplaces
- Exceptional writing and editing skills, with a portfolio of previous content work
- Flair to meet live audiences to create an impact on a subject
- Well-versed in PoSH and DEI subject matters
- Being self-driven and taking ownership of each assignment

Requirements

- A bachelor's or higher degree in Law
- 2+ years of proven experience in conducting training programs in PoSH & DEI topics, preferably in corporate settings
- Having served as an external member on PoSH committees is a plus



- Strong presentation and facilitation skills
- Excellent communication and interpersonal skills, with sensitivity to cultural differences
- Strong MS office skills
- Multi-lingual skills a plus

About Kelp

Established in 2013, Kelp is dedicated to creating safe, happy, and inclusive workplaces. With a track record of success, Kelp takes pride in serving over 1000+ satisfied clients across diverse industries throughout India over the past decade. Our commitment to excellence, coupled with our specialized focus on PoSH, Wellness, and DEI, positions Kelp as a trusted partner in creating workplaces that prioritize employee well-being, compliance, and sustainable success. Our clients over the years include Pepsico, Canon, DDB Mudra, Oberoi Realty, Tata Consulting Engineers (TCE), Tata Medical and Diagnostics, Roche, Radio Mirchi, Ford, LEGO, DBS Bank, Indusind Bank, Volvo, Uber among others.