

Sr. Programme Coordinator, USF Programme

Location: Chennai & Chandigarh

Reports to: Assistant Director, USF Programme

Date: January 15, 2017

Section 1 | About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 22 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 100 employees and close to 800 volunteers to action.

Section 2 | Purpose of the Role

The Udayan Shalini Fellowship (USF) Programme is aimed at empowering disadvantaged girls, with educational opportunities accompanied by personalized guidance by their mentors. The USF programme was conceptualized to help socially and economically disadvantaged girls who are living with their natural families, but faced with numerous barriers in the pursuit of their life’s ambition. The programme involves a model of Scholarship cum Personality Development for these girls from lower socio-economic background. Please visit: www.udayancare.org

This is an opportunity for a highly-motivated individual to play an important role in girl education with enormous potential impact.

Reporting to the Head of USF Programme and working in close collaboration with the senior management, the person will be accountable for successful implementation of Udayan Shalini Programme under guidance of Director.

Section 3 | Key Responsibilities

Over All

- Develop a deep understanding of the vision, objectives and structural elements of the USF Programme.
- Serve as an ambassador of the USF Programme to All constituencies: Students, Parents, School teachers, Principals, Government Officials & Members of the public.

- Lead the Programme and take it to greater heights.

Business/Strategic

- Help the management team in developing policies and improvement in the programme.
- Responsible for new funding opportunities , effective donor management by sustaining the current donors by timely effective reporting, and bringing back to the fold the lapsed donors by effective communications
- To develop performance measures that support and evaluate the implementation of the Programme.
- Responsible for key decisions as a member of the programme team and maintain in-depth relations with all members of the management team and volunteers.

Operations

- To prepare annual budget and plan for the USF programme
- Ensure seamless execution of and review of implementation of such plans
- To interact with Core Committee members in different chapters of USF for successful implementation of the programme
- Develop and maintain systems and processes to maintain donors, fellows, and volunteers database.
- Prepare monthly updates and reports for the management.
- Plan and supervise the departmental as well as individuals' performance.

People

- Managing relationship within the team and with other departments of Udayan Care regarding USF programme.
- Develop and maintain strong relationships with the donors, corporate, government partners, providing nurturance and putting in place mechanisms to support collaboration and cross organizational working.
- Correspond with USFs, parents, mentors and schools / government agencies as required

Financial and Administrative

- Maintain records of personal details of all USFs and Mentors and details of all activities conducted
- Prepare and submit weekly / monthly / quarterly reports as required by Core Committee, Head Office and Funding Agencies

- Prepare and get approvals for capital and revenue budgets
- Prepare and submit monthly expense reports
- Generate funding proposals for raising additional funds
- Travel to other chapters to conduct workshops and events or as required for training or to attend review meetings

Process

- Create effective work planning and management systems to ensure work remains on track and effectively prioritized, including regular strategic reviews of USF programme.
- Developing appropriate tracking metrics to ensure high-quality implementation.
- Ensure that all aspects of Udayan Care's functioning in terms of USF Programme fall within the legal framework of the law of the land in general, especially in terms of Child Protection Policy and Media Policy on girl child.
- Design appropriate evaluation tools, including rigorous academic assessment where appropriate
- Ensure the selection of the girls under the programme and holding of workshops as per guidelines
- The job will involve travelling within India.

Experience

- Around 3-5 years of work experience
- Prior experience in leading NGO in programme implementation or teaching will be preferred
- Experience of influencing senior internal and external stakeholders, and communicating to a variety of audiences.
- Zeal to work in the community.

Educational Qualifications

- MA, Med., Masters in Social Work, Sociology or Psychology

Skills and Knowledge

- Strong analytical skills and good judgment
- Good verbal & writing skills, networking and relationship building skills to ensure a strong internal & external communications across all stakeholder groups and to build strong relationships with a wide range of individuals in public, private, corporate and non-profit sectors.



- Stakeholder management skills with the ability to Effective leadership skills, able both to recruit and foster a strong volunteer team.
- Strong personal and social values.

Remuneration

As per industry standards

Job Type: Full-time

Job Location: Chennai & Chandigarh