**Position: Research and Documentation Officer**

**Location: Delhi, UC HO**

**Reports to:**

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| **Section 1 | About Udayan Care** |
| Family is the anchor for an individual’s emotional and physical well-being. A weakened family structure or absence of it hinders the development of an individual into a confident, strong, and emotionally balanced individual, who is capable of caring for his/her own family in the future.Udayan Care was established in 1994 by Dr. Kiran Modi. Udayan Care’s single-minded focus is on strengthening the family structure and it also informs and drives the curation and design of its Programs – whether it simulates a family environment or supports them through providing education, vocational skills, and employability training to children and youth coming from lower socio-economic strata, so that they can sustain and strengthen their families.Through the power of mentorship, we nurture children, who are orphaned, abandoned, and at risk, in the warmth of a simulated family environment at our 14 Udayan Ghars, in 4 States. Once the children reach the age of 18 years, they move into our Aftercare Program and continue with higher education or vocational training towards employment. So far more than 1600 children and youth have been impacted through the Program.We support the higher education of young girls whose families cannot afford it through the Udayan Shalini Fellowship Program. More than 14000 girls in 13 states of India are proud, empowered Shalinis.We empower under-served youth and adults to improve their employability skills in 21 centres across India, in 7 states of our Information Technology and Vocational Training Centres. The plan is to roll out more centres across other states in the coming years. Our Aftercare Outreach Program started in 2020 and caters to youth coming out of other Child Care Institutions. It encourages them to create associations and self-help groups that provide them with learnings and support of shared experiences. More than 300 youth in 4 states have been impacted since its inception in 2021.We are working with the State governments of Bihar and MP to develop demonstrable models of Aftercare, in partnership with UNICEF.Udayan Care advocates for children’s rights in alignment with the Indian Constitution, the United Nations Convention on the Rights of the Child (UNCRC), and the Sustainable Development Goals, in its Programs, as well as through its efforts in advocacy, research, publications, and by organizing and participating in seminars and conferences, and through training, childcare cadres in standards of Alternative Care. We have initiated the BICONs as a platform for Alternative Care since 2014, published the seminal research study on Aftercare in India, initiated a first of its kind fellowship for care leavers in India, driving the global care leavers’ community, and also led the initiation of care leavers’ networks in various states of India. Our academic journal on Alternative Care, ICB, is being published bi-annually since 2014 as the only one-of-its-kind journal on Family Strengthening and Alternative Care in South Asia. |

**Section 2 | Purpose of the Role**

Udayan Care seeks to engage socially committed individuals in bringing about a world in which each disadvantaged child enjoys a supportive family environment.

The role holder contributes to generation of evidence and visibility of the programmatic interventions undertaken in the organisation and plays a supportive role in all its research, publications and evidence based content writing and publications under supervision and guidance from the Advocacy Research and Training team.

**Accountability:** The role reports to the Manager – Research and Advocacy and works in close collaboration with the Senior Management/ Trustees of the organization.

| **Section 3 | Key Responsibilities** |
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| **Research, Publication and Documentation** * End to end supporting role for all research, publication and content development
* Assisting in planning, implementing of research studies, coordinating in the collection of research data and maintaining data collection and analysis systems.
* Ensuring the smooth and efficient day-to-day operation of research and data collection activities.
* Coordinating the day-to-day activities of any technical support staff specifically engaged in the carrying out of research protocol, as appropriate to the position.
* Supervising and coordinating the provision of support services to investigators and researchers.
* Monitoring the progress of research activities; developing and maintaining records of research activities, and preparing periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
* Assisting in developing materials and conducting workshops and training sessions on sub-themes within the sphere of Alternative Care.
* Understanding, researching, working upon policy and legislative reform needs in Alternative Care and Aftercare in India and in South Asian countries
* Assisting the team in developing research, studies and papers for Udayan Care.
* Assisting in developing research plans, developing methodology, questionnaires, schedules and tools
* Gathering and analysing information about government policies, trends and preferences

**Publication of Academic Journal ICB*** Timely and quality publication and strengthening of the Journal – ICB along with developing and managing partnerships and database of authors, subscribers and peer reviewers, including new identification, effective coordination and relationship-building.
* Ensuring increase in subscription base and popularity of journal in South Asia and internationally.
* Effective dissemination and publicity of the journal.
* Coordinating with the publishing partner to ensure timely publication of each issue.
* Assisting in management of all activities of the journal via the publication partner host website for ICB.
* Developing IEC materials such as the call for paper, updating Udayan Care website on journal-specific sections and handling ICB’s social media handles.
* Working with communications team for creative and design elements for journal layout.
* Maintaining and updating database for ICB authors, peer reviewers, subscribers and readers.
* Developing funding proposals and ensuring accurate and timely revenue amounts and receipts from publishers.

 **General Research and Content Development*** Developing advocacy briefs, letters and concept notes advocating for the rights of children in Alternative Care.
* Maintaining a database of researchers as a resource pool.
* Assisting in drafting monthly newsletter, annual reports, SIS etc. on Alternative care

 **Conferences and Consultations*** Assisting and coordinating Udayan care’s representation at international and national conferences on Alternative Care and Aftercare.
* Assisting in developing abstracts, preparing presentations and writing papers for work related to conferences, seminars and workshops.
* Preparing papers and posters for publications in journals and conferences.
* Coordinating the logistics, administration and event-related communications of conferences, seminars and workshops organized by Udayan Care.

**Any other job or related task as advised by the Managing Trustee/ ED/ A.R.T. Director** *Weekend hours shall be required.* |

**Section 4 | Experience and Qualifications**

*Essential Experience and Skills*

* Work experience of at least 1 year (preferably in the research and documentation field)
* Good knowledge of research methodology
* Excellent writing/editing

Educational Qualifications

* Preferred – MA Social Work
* Ph.D or M.Phil in Social Sciences/Arts/Law

Preferable Skills and Knowledge

* Collaborative style; experience in developing and implementing quality Program management and strategies.
* Excellent writing/editing and verbal communication skills
* Excellent skills in managing resources and donor reporting
* Self-starter, able to work independently and with the team; enjoys creating and implementing new initiatives
* An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
* Strong personal and social values.
* Skills of working with varied stakeholders
* Good team player and people management skills
* Direct experience and skills in working with children with no previous police records
* Caring and compassionate approach for children and youth with trauma

**Udayan Care is an equal opportunities employer with a strong focus on safeguarding and child protection issues. A**t all times, everyone associated with us are required to fully comply with all our child protection, data security and safeguarding policies, for which an orientation will be given to you and an undertaking be taken for its strictest compliance.

Please send your CV to: mgr.hrd@udayancare.org, icbjournal@udayancare.org