**Position: Project Coordinator/Sr. Coordinator, AOP**

**Location: New Delhi**

**Reports to: Asst. Director Advocacy**

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| **Section 1 | About Udayan Care**  |
| Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 24 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 140 employees and close to 800 volunteers to action. Based on the belief that aftercare youth need constant support and guidance beyond 18, upon leaving their child care settings, Udayan Care has developed a **Aftercare Outreach Programme** (AOP) that directly provides aftercare support through education, skilling, mentorship, accommodation and other areas as identified by the Sphere of Aftercare (TM), till they are fully mainstreamed in society as independent adults. Udayan Care has been accredited by Give India, Guidestar & Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the National Award for Child Welfare 2014-India’s highest commendation for a non-profit child welfare organisation constituted by the Govt. of India |

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| **Section 2 | Purpose of the Role**  |
| The role holder is accountable for 360 degree management of AOP in the A.R.T. department of Udayan Care.  |
| **Section 3 | Key Responsibilities**  |
| * Envisioning and development of project plans with complete baseline, indicators, tools, action plan, M&E and end line assessments (measure project performance using appropriate tools and techniques), databases and reporting structures
* Assist in the definition of project scope and objectives and ensuring technical feasibility
* Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
* Perform risk management to minimize project risks
* Coordination and completion of projects on time within defined budget
* Oversee all aspects of projects, including funds generation, proposal writing, report making and donor reporting (narrative and financial)
* Set deadlines, assign responsibilities and monitor and summarize progress of project.
* Work directly with aftercare youth on boarded in the project, different stakeholders, such as government, funding agencies, mentors and corporations, other NGOs, Consultants, etc. to ensure deliverables in timely manner
* Work directly with aftercare youth on boarded to enhance their English language skills, computer literacy, career counselling and ensure their placements
* Coordinate with other departments at Udayan Care to ensure all aspects of each project are compatible in team work spirit
* Ensure resource availability and allocation and hire new talent as needed to fulfill project needs.
* Lead and direct the work of other team members
* Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Develop periodic project status reports and share status of projects with upper management.
* Establish and maintain relationships with third parties/vendors

**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 , Qualifications and Skills** |
| **Experience**Around 2+ years of work Experience in national/multi state level NGO with working experience with youth and skill building being preferable. Familiar with a variety of the field's concepts, practices and procedures of project management.  |
| **Educational Qualifications** Masters or Bachelors in any recognized discipline or social sciences from an institute of repute. |
| **Skills Requirements:*** Proven working experience and skills in project development, process planning and management
* Excellent written and verbal Communication skills, both client-facing and internal skills
* Excellent written and verbal communication skills, including report writing skills.
* Good organizational skills including attention to detail and multitasking skills
* Strong working knowledge of Microsoft Office
* Knowledge and proven track record of M&E
* Developing and Tracking Budgets
* Team management and Supervision
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