**Position: Program Coordinator**

**Location: UC Hyderabad office**

**Reports to: Program Lead, AOP**

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| **Section 1 | About Udayan Care**  |
| “Udayan” is a Sanskrit word that means “Eternal Sunrise”. We strive to bring sunshine into the lives of the underserved sections of society that require intervention. Registered in 1994 as a Public Charitable Trust, Udayan Care works to empower vulnerable children, women, and youth, in 36 cities across 15 states of India. Starting with one childcare home in 1996, Udayan Care has supported different disadvantaged groups by establishing more group homes, enabling girls’ higher education, providing vocational training and livelihood programs, and advocating for better standards in institutional care and alternative care space. In 28 years, we have directly impacted the lives of over 35000 children, women, and youth as beneficiaries as well as lakhs more as indirect beneficiaries through our programs, training, and advocacy efforts. This was made possible only through the support of like-minded people, donors, partners, volunteers, and staff, who believed in our work and mission.Based on the belief that aftercare youth need constant support and guidance beyond 18, upon leaving their childcare settings, Udayan Care has developed an Aftercare Outreach Program (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. |

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| **Section 2 | Purpose of the Role**  |
| The role holder is accountable for comprehensive coordination of all activities as planned under Udayan Care’s Aftercare are Outreach Programme implemented by the A.R.T. department.AOP started in 2020, aims to facilitate and support Care Leavers in the eight domains of the ‘Sphere of Aftercare’ with focus on providing financial as well as handholding and mentoring support for educational and vocational skills attainment and set up a model on Aftercare to establish evidence of its positive impact in their lives.  |
| **Section 3 | Key Responsibilities**  |
| * Overall responsibility for project coordination in the city
* Work directly with aftercare youth on-boarded in the project, different stakeholders, such as government, funding agencies, mentors and corporations, other NGOs/CCIs, institutes and agencies or consultants, etc. to ensure deliverables in timely manner
* Assist project lead in taking strategic decisions for each beneficiary
* Manage monthly programme expenses
* Coordination and completion of project deliverables on time within defined budget
* Ensure delivery of workshops, coordination with resource persons, and managing online and in person logistics
* Make quality reports in timely manner
* Ensure partnerships for skilling, placement and networking directly of the nature that serves AOP to meet its objectives
* Facilitate placements in jobs and internships/exposure for AOP youth
* Coordinate with other departments at Udayan Care to ensure all aspects of each project are compatible in teamwork spirit
* Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Any other job or related task as advised by the AOP Lead, ART Director/ Managing Trustee/ ED*** ***Weekend hours shall be required.***
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| **Section 4 | Experience, Qualifications and Skills** |
| **Experience*** Around 2 years of work experience in national/multi-state level NGO (experience with youth and skill building is preferable).
* Experience working with youth from underprivileged community
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| **Educational Qualifications** Masters in any recognized discipline with a preference for social work or law courses from an institute of repute. |
| **Skills Requirements:*** Must have excellent documentation and verbal communication skills, both client-facing and internal skills
* Good organizational skills including attention to detail and multitasking skills
* Good working knowledge of Microsoft Office (MS word, excel, power-point), google drive and technology
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*Udayan Care is an equal opportunity employer. Applicants and employees are not discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by laws in India. Udayan Care accords the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns. We ensure that all employee, consultant, contractor, supplier, vendor, or resource person understands and signs off on our Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care.*

**How to Apply:** Please download and fill the Application form and send to mamta@udayancare.org and recruitment@udayancare.org along with your updated C.V. Contact Persons: Mamta and Anam (HR Coordinator)

**Child Protection and Safeguarding Policy:**

Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care gives the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.