**Position: District coordinator, Alternative Care**

**Location: Gaya, Bihar**

**Reports to: Project Manager**

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
| **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 programmes – whether it simulates a family environment or supports them through providing for 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 17 Udayan Ghars, in 4 States. Once the children reach the age of 18 years, they move into our Aftercare Programme and continue with higher education or vocational training towards employment. So far more than 1500 children and youth have been impacted through the programme.· We support higher education of young girls whose families cannot afford it through the Udayan Shalini Fellowship Programme. More than 11000 Shalinis from 26 chapters across India, have gone on to complete their education since the programme’s inception in 2002.· We empower under-served youth and adults to improve their employability skills at 16 of our Information Technology and Vocational Training Centers across Delhi NCR, Kurukshetra (Haryana), and Srinagar (Uttarakhand). The plan is to roll out more centers across other states in the coming years. We are working with State governments of Bihar and MP to develop demonstrable models of Aftercare, in partnership with UNICEF.· Our Aftercare Outreach Programme started in 2020, caters to youth coming out of other Child Care Institutions. It encourages them to create associations and self-help groups which provides them with learnings and support of shared experiences.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 programmes, 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. |

 |  |

|  |
| --- |
| **Section 2 | Purpose of the Role**  |
| * The role holder facilitates the implementation of the Alternative Care and Aftercare Programme in Bihar
* The role holder is accountable for 360-degree management of ‘Strengthening Aftercare in Bihar Project.
 |
| **Section 3 | Key Responsibilities**  |
| * Support in the implementation of project activities in assigned areas in Bihar
* Coordination with SCPS (Bihar), WCD Bihar, Home Functionaries of selected CCIs and Aftercare Home, Child Protection functionaries, DCPU, CWCs of respective districts for effective implementation of the project, as well as the major finders
* Support to organize capacity building training for CCI functionaries and workshops for children in selected CCIs and Aftercare home and make reports for each workshop
* Co-conduct transition planning for prospective care leavers of CCIs
* Do the ground work for Preparing referral directory on aftercare services for Patna
* Meet the deadlines set by Project Manager
* 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 Project Manager
* Facilitate & settle timely transaction of expenses for all project activities closely with HO team
* Ensuring all Computer data back and photo bank from all activities on monthly basis to be collected
* Assist in completion data compilation for any research that organization takes up; Online resource library to be created for ready reference which includes training material, modules, ppts, etc.
* Data entry in given formats and data analysis of vulnerability mapping
* Capturing cases discussed in the meetings in donor reports and maintaining the MIS of the same.
* Maintaining all records of the project and Monthly MIS of project
* Maintaining correspondence for project
* Planning , organizing, documenting and maintaining record of various in-house and outdoor activities of project, including meeting minutes, workshop reports, children individual progress reports, MIS etc.
* Ensure professional knowledge is continuously updated
* Support team in project related activities as and when required

**Any other job or related task as advised by the Project Manager and Sr Manager, AOP** *Travelling between Patna and Gaya and Weekend hours (shall be required from time to time)* |
| **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 working on children and youth issues, preferably on protection and with government and development sector
 |
| **Educational Qualifications** Masters in any recognized discipline or social sciences from an institute of repute. |
| **Skills Requirements:*** Excellent written and verbal communication skills in both English and Hindi
* Good organizational skills including attention to detail and multitasking skills
* working knowledge of Microsoft Office, Excel, Power Point Presentation
* Ability to take initiatives and learn quickly
* Ability to plan and prioritize workload effectively
 |

Job Types: Full-time, Permanent

Pay: ₹22,500.00 - ₹25,000.00 per month

**How to Apply:** Please download and fill the Application form and send to recruitment@udayancare.org and along with your updated c.v. Do mention the post you are applying for in the subject line.

Contact Person: Mamta (HR Coordinator)