**Manager, Research and Publications – (including ICEB)**

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| **Location:** | **New Delhi** |
| **Reports to:** | **Assistant Director, Advocacy** |
| Section 1 | About Udayan Care  |
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| 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.
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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. |

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| Section 2 | Purpose of the Role  |
| The Manager, Research and Publications, coordinates and administers research projects on Alternative Care and assists in planning the development and implementation of the overall organization’s advocacy strategies to generate evidence and data. The role holder leads the research component of the A.R.T. division to offer technical support and knowledge in all research and publications of materials, especially timely and quality publication of the periodic journal ICEB and meeting set targets of publications of IEC materials, research papers, submitting abstracts for conferences, and publications in national and international journals. Additionally, the role holder shall be responsible to implement the overall A.R.T. plan across channels, online and offline, as well as all platforms, internal and external, in keeping with the strategy of the organization to drive and meet its agenda in a timely and professional manner. The role holder also ensures that pre-established work scope, study protocol, and regulatory requirements are followed, and maintains data and documentation systems and procedures. |

| Section 3 | Key Responsibilities  |
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| * Plan and coordinate the initiation of research study protocol, research ethics and the establishment of operating policies and procedures.
* Plan, implement, and maintain data collection and analysis systems, and coordinate the collection and analysis of research data.
* Recruit, instruct, and coordinate research subjects and/or volunteers, as appropriate to specific study objectives and work scope.
* Ensure the smooth and efficient day-to-day operation of research and data collection activities; act as the primary administrative point of contact for internal team and for other research organizations, funding agencies and regulating bodies.
* Coordinate the day-to-day activities of any technical support staff specifically engaged in the carrying out of research protocol, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified program objectives.
* Plan and coordinate the staffing of research studies, to include the recruitment and administration of research support staff, as appropriate to the activity.
* Supervise and coordinate the provision of support services to investigators and researchers.
* Monitor the progress of research activities; develop and maintain records of research activities, and prepare periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
* Develop training reports timely
* Support in developing funding proposals and budget management

***Publication of Academic Journal ICEB*** * Timely and quality publication and strengthening of the Journal - ICEB 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.
* Plans and coordinates regular advisory board and steering committee meetings.
* Effective dissemination and publicity of the journal.
* Coordinating with the publishing partner to ensure timely publication of each issue.
* Managing all activities of the journal via the publication partner host website for ICEB.
* Working with communications team for creative and design elements for journal layout.
* Maintaining and updating database for ICEB authors, peer reviewers, subscribers, and readers.
* Accreditation, new partnerships, and funding support from different sources.

***General Research and Content Development**** Understanding, researching, working upon policy and legislative reform needs in Alternative Care in India and in South Asian countries, especially with a mental health care framework for children, youth, and caregivers.
* Lead the team in developing research, studies, and papers for Udayan Care.
* Assist in developing research plans, develop methodology, questionnaires, schedules, and tools, and seek out opportunities to secure funding.
* Gather and analyse information about government policies, trends and preferences; keep abreast of child rights movements.
* Maintain database of researchers as a resource pool.

***Conferences and Consultations**** Submit abstracts and write papers for work related to conferences, seminars, and workshops.
* Putting together resource packs.
* Planning and ensuring dissemination of all materials developed.
* Prepare papers and posters for publications in journals and conferences.
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| Section 4 | Experience & Qualification |
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| * 3 - 5 years of work experience in advocacy, research and training. Preferably in the NGO Sector.
* Masters or Bachelors in any recognised discipline or social sciences from an institute of repute.
* The job will involve frequent traveling within NCR and India.
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| Section 5 | Skills and knowledge |
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| * Excellent written and verbal communications skills in both Hindi and English.
* Project management skills.
* Proficient with Microsoft Excel, Word, and PowerPoint.
* Strong analytical and problem-solving skills
* Zeal to work in the community.
* Strong interpersonal skills and social values.
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**How to Apply:** Please download and fill the Application form and send to hrd@udayancare.org along with your updated C.V. Contact Person: Mahak (HR Coordinator)

**Clause:**

**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.