

Programme Coordinator – USF Programme

Reports To: Manager/Asst. Director , USF Programme

Location: Faridabad/ Noida

Salary:20-25k



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 25 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 130 employees and close to 800 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realise their full potential.

Udayan Care has been accredited by Give India, Guidestar and 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 Government of India for its efforts to bring smile in the life of young children.

Section 2 | Purpose of the Role

The Udayan Shalini Fellowship (USF) Programme is aimed at empowering disadvantaged girls, with educational opportunities accompanied by personalized guidance by their mentors. The USF programme was conceptualized to help socially and economically disadvantaged girls who are living with their natural families, but faced with numerous barriers in the pursuit of their life’s ambition. The programme involves a model of Scholarship cum Personality Development for these girls from lower socio-economic background. Please visit: www.udayancare.org

The role of Coordinator is critical to the success of Udayan Care’s initiatives. This is an opportunity for a highly-motivated individual to play an important role in girl education with enormous potential impact. The person will be a coordinator of great caliber with the flexibility, tenacity and enthusiasm both to manage programme implementation and documentation.

Section 3 | Key Responsibilities

1. Overall

- Develop a deep understanding of the vision, objectives and structural elements of the USF Programme.
- Serve as an ambassador of the USF Programme to All constituencies: Students, Parents, School teachers, Principals, Government Officials & Members of the public.
- Lead the Programme and take it to greater heights.

2. Business & Strategic

- Help the management team in developing policies and improvement in the programme.
- Participate in effective donor management by sustaining the current donors by timely effective reporting, and bringing back to the fold the lapsed donors by effective communications
- Participate in developing performance measures that support and evaluate the implementation of USF Programme.
- Participate in key decisions as a member of the programme team and maintain in-depth relations with all members of the management team and volunteers.

3. Operations

- Drive implementation of USF plans in different chapters of USF programme
- To interact with Core Committee members in different chapters of USF for successful implementation of the programme
- Develop and maintain systems and processes to maintain donors, fellows, and volunteers database.
- Gather and analyze information about programme implementation and take corrective actions.
- Prepare monthly updates and reports for the management.
- Plan and supervise the departmental as well as individuals' performance.

4. People

- Managing relationship within the team and with other departments of Udayan Care regarding USF programme.
- Develop and maintain strong relationships with the donors, corporate, government partners, providing nurturance and putting in place mechanisms to support collaboration and cross organizational working.

5. Financial & Administrative

- Maintain records of personal details of all USFs and Mentors and details of all activities conducted
- Prepare and submit weekly / monthly / quarterly reports as required by Core Committee, Head Office and Funding Agencies
- Prepare and submit monthly expense reports
- Generate funding proposals for raising additional funds
- Correspond with USFs, parents, mentors and schools / government agencies as required
- Travel to other chapters to conduct workshops and events or as required for training or to attend review meetings

6. Process

- Create effective work planning and management systems to ensure work remains on track and effectively prioritized, including regular strategic reviews of USF programme.
- Ensure that all aspects of Udayan Care's functioning in terms of USF Programme fall within the legal framework of the law of the land in general, especially in terms of Child Protection Policy

and Media Policy on girl child.

- Design appropriate evaluation tools, including rigorous academic assessment where appropriate
- Ensure the selection of the girls under the programme and holding of workshops as per guidelines
- Carry out any additional duties and projects assigned by the Convenor of the local USF Core Committee, Chief Mentor of USF Programme or the Managing Trustee of Udayan Care or H.O.
- The job will involve travelling within NCR and India

Section 4 | Experience and Qualifications

Experience

- Around 1-5 years of work experience
- Prior experience in leading NGO in Programme implementation or teaching will be preferred
- Zeal to work in the community

Educational Qualifications

- MA, Med., Masters in Social Work, Sociology or Psychology

Section 5 | Skills and Knowledge

- Strong analytical skills and good judgment
- Good communications skills, networking and relationship building skills to ensure a strong internal & external communications across all stakeholder groups and to build strong relationships with a wide range of individuals in public, private, corporate & non-profit sectors.
- Stakeholder management skills with the ability to Effective leadership skills, able both to recruit and foster a strong volunteer team.
- An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
- Ability to work on computer and correspond in English.
- Strong personal and social values.

How to Apply: Please download and fill the Application form and send to hrd@udayancare.org along with your updated c.v. Contact Person: Neha (HR Coordinator)