

Regional Manager (North)

Udayan Shalini Fellowship Programme (USF)

Location: New Delhi

Reporting to: Asso Director – USF/ COO

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 140 employees and close to 800 volunteers to action.

Based on the belief that a loving home and family is the right of every child, Udayan Ghars are long term residential homes that nurture children who are orphaned or abandoned in a family environment. Beyond 18, they get aftercare support and are educated and trained further, till job ready and independent.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honorable 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.

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

Section 2 | Purpose of the Role

The overall role of the Regional Manager (North) is to provide the leadership and efficiently manage all the Chapters/Centres of USF pertaining to Northern Region. This includes carrying forward the USF Vision of girl education and women empowerment. The responsibility also entails framing a growth strategy in sync with Vision of the Udayan Care.

The role also encapsulates positioning USF as a key player in empowering underprivileged girls by providing them educational opportunities and transforming their lives in order to become ‘Shalinis’.

Section 3 | Key Responsibilities

1. Leadership Roles:

- a. To lead the team of project coordinators and inspire them in implementation of USF programme.
- b. Focusing on Key Functional Areas (KFAs) laid down for evaluation of performance of Centers on the basis of various parameters defined by the Management.
- c. To strengthen and support Core Committee at each Chapter and involve them in the programme.
- d. Undertaking any kind of expansion roles for development of new centers.

2. Operational Roles:

- a. Supervising and Monitoring the Selection (NAT), Orientation and Induction process for Shalinis in USF program.
- b. Laying out plans for Small Group Workshops, Quarterly Workshops and Residential Camps.
- c. Periodical Visits to Centers for assessing the performance and reviews.
- d. Guiding and Training the Staff and Coordinator for improving the Effectiveness and Quality.
- e. Monitoring and Supervising the Evaluation process and Re admission forms on annual basis for extension of fellowship.

3. Value Enhancement and Academic Excellence Roles:

- a. Delivering some workshops for Centers (Online or offline) on periodic basis on personality development, life skills and employability.
- b. Inviting Resource Persons for deliberating on various relevant topics and career counselling alternatives
- c. Developing modules on various contemporary areas and supplementing information to Shalinis for self reading and food for thought.
- d. Working on the contents for Newsletters which is to be forwarded to Communication

Head, HO.

- e. Inculcating a sense of giving back to the society among the Shalinis and ensuring 50 hrs of obligatory social work.
- f. To plan and work for an effective Implementation of “Pyramidal Mentoring system”. Identifying new mentors, organize mentor training and monitoring mentor-mentee meetings.
- g. Working extensively for the overall Holistic Development of Shalinis.
- h. To inspire and prepare Shalinis for employment after completion of their courses.

4. Liaisoning and Networking Roles:

- a. To liaison with the existing donors in the Region, organize employee engagement programme, prepare donor report as per their format within the stipulated time and send report to them
- b. To find out new funding opportunities to support more girls under the programme within the existing chapters as well as for expansion of the programme in the Region.
- c. To find out employment opportunities for placement of Shalini’s after completion of their graduation/vocational courses and liaison with such corporate to encourage them to take our Shalinis in the entry level jobs.
- d. To find out opportunities for free ship/ concessional fee for the Shalinis for their admission in the Universities and colleges and making efforts for their admission.
- e. Development of Alumni Cell:
 - To remain in regular touch with Alumni and inviting them for conducting session, Mentoring, placement assistance etc.
 - Planning and Organizing Alumni meets every year.

5. Promotion Roles(Across all media Networks)

- a. To create success stories for promoting Udayan Care and USF program.
- b. To advocate by writing small write ups pertaining to contemporary areas, social causes and which are covered under the umbrella of Vision and Mission of Udayan Care.

6. Any other job or related task as advised by the COO/ Managing Trustee/ Asso Dir (USF)

7.Travelling and Weekend hours required (shall be required from time to time).

Section 4 | Experience and Qualifications

Experience

- Around 7 years of work Experience in national/multi state level NGO/ Academics will be preferred.

Educational Qualifications & Skills Required

- Masters in any recognised discipline or social sciences from an institute of repute.
- High-end communication skills are required for this position.
- The job will involve local as well as outstation travel.
- The job will involve working on weekends, when ever required.