**Community Mobilizer:        IT Programme**

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| **Location:** | **Hyderabad, Noida Sector 80** |
| **Reports to:** | **Assistant Director** |
| **Section 1 | About Udayan Care** |
| Udayan Care believes that a family is an anchor for the development of a strong and balanced individual. “Udayan” is a Sanskrit word meaning “Eternal Sunshine”. Like the sunlight nourishes life on earth, our programs are designed to nurture and strengthen individuals and their families.Registered in 1994 as a Public Charitable Trust, Udayan Care works to protect and nurture vulnerable children in a family-like environment, support the education of young girls, and provide vocational skills to women and youth, in 34 cities across 15 states of India. Our mission at Udayan Care falls under #1, #2, #3, #4, #5, #8, #10, #11, #16 & #17 SDG goals.**Udayan Ghar Program** focuses on creating a family-like environment for children in need of parental care. Children grow up under the guidance of mentor parents and utmost care is taken for individual attention for every child. The Ghar program also extends into Aftercare to cater to young adults, who on turning 18, move out of childcare homes.**Udayan Shalini Fellowship Program** is a one-of-a-kind initiative that provides financial assistance, personality development, and employment opportunities to deserving and talented girls from weaker socio-economic backgrounds. The end objective of the program is to create educated, aware, and confident women who take charge of their lives and strengthen their birth families as well as their own families.**The IT program and Skill Development Centres** provide livelihood options to underprivileged youth and women close to home such that they can contribute to the family income, lessening the burden on the primary earner of the family whilst enhancing their independence.Our **Advocacy work** is focused on ensuring and enhancing the rights of children without parental care. Our advocacy team works closely with the Governments of Bihar and Madhya Pradesh in partnership with UNICEF, to build, operate, and hand over projects for organizing aftercare youth. Since 2020, Udayan Care’s Aftercare Outreach Program has been supporting youth leaving other Child Care Institutions.Udayan Care is the founding organization for the Biennial International Conference on Alternative Care. BICON was conceived in 2014, to bring together stakeholders to discuss regional challenges, best practices, and emerging issues related to family strengthening and alternative care for children and youth in South Asia. |

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| **Section 2 | Purpose of the Role** |
| The Community Mobilizer will report to the Head of the UCIT Programme regularly providing updates on the progress of the various activities. Any challenges or problems concerning the completion of various activities will be highlighted at the earliest opportunity. Discussions will be held as soon as possible, if the timescale of the activities needs to be extended*.* |

| **Section 3 | Key Responsibilities** |
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| * Conduct a need assessment survey to check the community need for implementing job-specific IT courses as per the requirement
* Develop strategies to make tie-ups with nearby NGOs, CBOs, coaching centers, etc. to get eligible youth into job-specific IT courses
* Conduct door-to-door pamphlet distribution activity to get a large number of enrolments
* Generate potential enquiries course-wise as per set targets
* Enquire follow-ups through telephone to convince beneficiaries of admission
* Take responsibility for beating monthly/quarterly/annual targets of enrolment
* Participate in program planning in consultation with program staff
* Coordination with placed students for referrals
* Help project staff for preparing center-related reports
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| **Section 4 | Experience and Qualifications** |
| * Around 6 months to 2 years of work experience in a relevant field. Preferably in the NGO sector.

* Good communication skills, networking, and relationship-building skills to ensure strong internal & external communications across all stakeholder groups and to build strong relationships with a wide range of individuals in public, private, corporate, and non-profit sectors
* Graduate or postgraduate in any stream
* Zeal to work in the community
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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 employees, consultants, contractors, suppliers, vendors, or resource persons understand and sign off on our Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care.*

**How to Apply:** Please download and fill out the Application form and send it to recruitment@udayancare.org along with your updated CV. Contact Person: Pragati Kar(HR Coordinator)

**Clause:**

**Child Protection and Safeguarding Policy:**

Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware of, 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 and 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.