**Position: Program Coordinator**

**Location: Delhi / MP (Bhopal) / Bihar (Patna)**

**Reports to: City Head and Program Lead**

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| **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 24 years, with the endeavour 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 aftercare youth need constant support and guidance beyond 18, upon leaving their childcare settings, Udayan Care has developed an Aftercare Outreach Program (AOP) that directly provides aftercare support through education, skilling, mentorship, accommodation and other areas as identified by the Sphere of Aftercare (TM), till they are fully mainstreamed in society as independent adults. Udayan Care has been accredited by Give India, Guidestar & 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 Govt. of India. We have had Special Consultations Status with United Nations Economic and Social Council (ECOSOC) since 2018 |

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| **Section 2 | Purpose of the Role**  |
| The role holder is accountable for comprehensive coordination of all activities as planned under Udayan Care’s Aftercare are Outreach Programme implemented by the A.R.T. department.AOP started in 2020, aims to facilitate and support Care Leavers in the eight domains of the ‘Sphere of Aftercare’ with focus on providing financial as well as handholding and mentoring support for educational and vocational skills attainment and set up a model on Aftercare to establish evidence of its positive impact in their lives.  |
| **Section 3 | Key Responsibilities**  |
| * Overall responsible for project implementation in the city/state
* Work directly with aftercare youth on-boarded in the project, different stakeholders, such as government, funding agencies, mentors and corporations, other NGOs/CCIs, institutes and agencies or consultants, etc. to ensure deliverables in a timely manner
* Assist project lead in taking strategic decisions for each beneficiary
* Manage monthly programme expenses
* Coordination and completion of project deliverables on time within defined budget
* Ensure delivery of workshops, coordination with resource persons, and managing online and in person logistics
* Make quality reports in timely manner
* Ensure partnerships for skilling, placement and networking directly of the nature that serves AOP to meet its objectives
* Facilitate placements in jobs and internships/exposure for AOP youth
* Coordinate with other departments at Udayan Care to ensure all aspects of each project are compatible in teamwork spirit
* Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Any other job or related task as advised by the AOP Lead, ART Director/ Managing Trustee/ ED*** ***Weekend hours shall be required.***
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| **Section 4 | Experience, Qualifications and Skills** |
| **Experience*** Minimum 1+ years of work experience preferable in national/multi-state level NGO with working experience with youth and skill building being preferable.
* Experience working with youth from underprivileged community or implementation of youth employability programs
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| **Educational Qualifications** Masters in any recognized discipline with a preference for social work or law courses from an institute of repute. |
| **Skills Requirements:*** Must have excellent documentation and verbal communication skills, both client-facing and internal skills
* Good organizational skills including attention to detail and multitasking skills
* Good working knowledge of Microsoft Office (MS word, excel, power-point), google drive and technology
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**Child/Youth 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 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.

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