**Position: Project Coordinator, Alternative Care**

**Location: Patna, Bihar**

**Reports to: Project Manager**

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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 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 & 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 & 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 IndiaThe Advocacy, Research and Training (A.R.T.) Department at Udayan Care is implementing a 18 months project in Bihar on ***Strengthening Family Based Alternative Care with focus on Aftercare*** in the state. The project is an intensive intervention to demonstrate models of care for children and youth and ensuring standards of care for children living in institutional care by aiming to enhance alternative non-institutional approaches to care, leading to their social and independent living skills for life outside, by working with the system to evolve appropriate mechanisms. |

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| **Section 2 | Purpose of the Role**  |
| * The role holder facilitates the implementation of the Alternative Care and Aftercare Programme in Bihar
* The role holder is accountable for 360-degree management of ‘Strengthening Aftercare in Bihar Project.
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| **Section 3 | Key Responsibilities**  |
| * Support in the implementation of project activities in assigned areas in Bihar
* Coordination with SCPS (Bihar), WCD Bihar, Home Functionaries of selected CCIs and Aftercare Home, Child Protection functionaries, DCPU, CWCs of respective districts for effective implementation of the project, as well as the major finders
* Support to organize capacity building training for CCI functionaries and workshops for children in selected CCIs and Aftercare home and make reports for each workshop
* Co-conduct transition planning for prospective care leavers of CCIs
* Do the ground work for Preparing referral directory on aftercare services for Patna
* Meet the deadlines set by Project Manager
* Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Develop periodic project status reports and share status of projects with Project Manager
* Facilitate & settle timely transaction of expenses for all project activities closely with HO team
* Ensuring all Computer data back and photo bank from all activities on monthly basis to be collected
* Assist in completion data compilation for any research that organization takes up; Online resource library to be created for ready reference which includes training material, modules, ppts, etc.
* Data entry in given formats and data analysis of vulnerability mapping
* Capturing cases discussed in the meetings in donor reports and maintaining the MIS of the same.
* Maintaining all records of the project and Monthly MIS of project
* Maintaining correspondence for project
* Planning , organizing, documenting and maintaining record of various in-house and outdoor activities of project, including meeting minutes, workshop reports, children individual progress reports, MIS etc.
* Ensure professional knowledge is continuously updated
* Support team in project related activities as and when required

**Any other job or related task as advised by the Project Manager and Sr Manager, AOP** *Travelling between Patna and Gaya and Weekend hours (shall be required from time to time)* |
| **Section 4 | Experience , Qualifications and Skills** |
| **Experience*** Around 2+ years of work Experience in national/multi state level NGO with working experience with youth and skill building being preferable.
* Familiar with working on children and youth issues, preferably on protection and with government and development sector
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| **Educational Qualifications** Masters in any recognized discipline or social sciences from an institute of repute. |
| **Skills Requirements:*** Excellent written and verbal communication skills in both English and Hindi
* Good organizational skills including attention to detail and multitasking skills
* working knowledge of Microsoft Office, Excel, Power Point Presentation
* Ability to take initiatives and learn quickly
* Ability to plan and prioritize workload effectively
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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. Do mention the post you are applying for in the subject line.

Contact Person: Neha (HR Coordinator)