**Assistant Coordinator – Udayan Shalini Fellowship Programme (USF)**

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| **Location:** | **Pune/Hyderabad** |
| **Reports to:** | **Associate Director - USF** |
| Section 1 | About Udayan Care  |
| “Udayan” is a Sanskrit word that means “Eternal Sunrise.” We strive to bring sunshine into the lives of the underserved sections of society that require intervention. Registered in 1994 as a Public Charitable Trust, Udayan Care works to empower vulnerable children, women, and youth, in 36 cities across 15 states of India. Starting with one childcare home in 1996, Udayan Care has supported different disadvantaged groups by establishing more group homes, enabling girls’ higher education, providing vocational training and livelihood programs, and advocating for better standards in institutional care and alternative care space. In 29 years, we have directly impacted the lives of over 35000 children, women, and youth as beneficiaries as well as lakhs more as indirect beneficiaries through our programs, training, and advocacy efforts. This was made possible only through the support of like-minded people, donors, partners, volunteers, and staff, who believed in our work and mission.**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. |

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| Section 2 | Purpose of the Role  |
| 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  |
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| ***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.

***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.

***Operation**** 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 volunteer’s 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.

***People*** * Manage 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.

***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 school's / government agencies as required
* Travel to other chapters to conduct workshops and events or as required for training or to attend review meetings

***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.
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| Section 4 | Experience & Qualification |
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| * 6 to 12 months of work experience in a relevant field. Freshers too can be considered.
* Intermediate or Graduation in any stream.
* Should have a Police clearance certificate.
* Should have a Criminal self-declaration certificate.
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| Section 5 | Skills and knowledge |
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| ***Skills**** Strong analytical and problem-solving skills.
* Outstanding networking and relationship building skills.
* Proficient in computer softwares like Excel, office, powerpoint, etc.
* Excellent written and verbal communications skills.
* Strong interpersonal skills and social values.
* Ability to advocate for children.

***Knowledge**** Knowledge of key requirements of JJ Act 2000/ 2015 for the care & protection of children is a must.
* Awareness of theories of child development & impact of trauma on normal development.
* Understanding of living in group care.
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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 employee, consultant, contractor, supplier, vendor, or resource person understands and signs off on our Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care.*

**How to Apply:** Please download and fill the Application form and send to mamta@udayancare.org along with your updated C.V. Contact Person: Mamta (HR Coordinator)

**Clause:**

**Child 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 gives 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.