**Program Coordinator – Udayan Shalini Fellowship Program (USF)**

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| **Location:** | Mumbai  |
| **Reports to:** | **Assistant Director - USF** |
| Section 1 | About Udayan Care  |
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| Family is the anchor for an individual’s emotional and physical well-being. A weakened family structure or absence of it hinders the development of an individual into a confident, strong, and emotionally balanced individual, who is capable of caring for his/her own family in the future.Udayan Care was established in 1994 by Dr. Kiran Modi. Udayan Care’s single-minded focus is on strengthening the family structure and it also informs and drives the curation and design of its programmes – whether it simulates a family environment or supports them through providing for education, vocational skills and employability training to children and youth coming from lower socio-economic strata, so that they can sustain and strengthen their families.* Through the power of mentorship, we nurture children, who are orphaned, abandoned, and at risk, in the warmth of a simulated family environment at our 17 Udayan Ghars, in 4 States. Once the children reach the age of 18 years, they move into our Aftercare Programme and continue with higher education or vocational training towards employment. So far more than 1500 children and youth have been impacted through the programme.
* We support higher education of young girls whose families cannot afford it through the Udayan Shalini Fellowship Programme. More than 11000 Shalinis from 26 chapters across India, have gone on to complete their education since the programme’s inception in 2002.
* We empower under-served youth and adults to improve their employability skills at 16 of our Information Technology and Vocational Training Centers across Delhi NCR, Kurukshetra (Haryana), and Srinagar (Uttarakhand). The plan is to roll out more centers across other states in the coming years. We are working with State governments of Bihar and MP to develop demonstrable models of Aftercare, in partnership with UNICEF.
* Our Aftercare Outreach Programme started in 2020, caters to youth coming out of other Child Care Institutions. It encourages them to create associations and self-help groups which provides them with learnings and support of shared experiences.
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Udayan Care advocates for children’s rights in alignment with the Indian Constitution, the United Nations Convention on the Rights of the Child (UNCRC), and the Sustainable Development Goals, in its programmes, as well as through its efforts in advocacy, research, publications, and by organizing and participating in seminars and conferences, and through training, childcare cadres in standards of Alternative Care. |

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| Section 2 | Purpose of the Role  |
| The role of Sr. 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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| * 3 to 5 years of work experience in a relevant field. Freshers too can be considered.
* Masters in social work / sociology / psychology or any other 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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**How to Apply:** Please download and fill the Application form and send to hrd@udayancare.org along with your updated C.V. Contact Person: Mahak (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.