

VACANCY ADVERTISEMENT: APNI SHALA FOUNDATION



Job Title: Head of Programmes

Location: Mumbai

Employment Type: Permanent, Full time, 6 days a week

Reporting to: CEO

BACKGROUND

Apni Shala Foundation is a young and vibrant organisation having its roots in the Tata Institute of Social Sciences. It was started by 3 TISS alumni in 2013. The organisation has been working towards providing the best experiential learning platforms to children from low income communities with the aim to develop life skills. Apni Shala's vision is to equip all children with the attitudes and skills they need to bring about positive change in themselves and in society.

Within a period of 2 years, Apni Shala has engaged more than 2000 children in and around Mumbai and offered life skills education programmes to over 20 schools and organisations. Our core programmes are aimed at engaging children, parents and teachers. Apni Shala is funded by institutional grants, individual donations and other revenues.

JOB PURPOSE

Apni Shala envisions providing access to fun filled, creative and experiential life skills education to all children across the age group of 9 to 15 years, from vulnerable backgrounds. The Head of Programmes plays a major role in realizing this vision. Reporting to the Chief Executive Officer (CEO), the Head of Programmes will be responsible for the development and management of children and teachers' programmes at Apni Shala. This will include overseeing the coordination and administration of all ongoing programmes including planning, designing, staffing, leading and organizing programme activities.



RESPONSIBILITIES

Programme Development, Delivery and Management

- Plan and monitor the delivery of all Apni Shala programmes (children & teachers) and their related activities in coordination with the programmes' team.
- Develop strategy and implementation plan for new programmes, & review and revamp of existing programmes.
- Work in coordination with content development team on revising current curriculum and creating new content.
- Oversee partnership development and related activities undertaken by Programme Managers.
- Monitor overall operations of programmes.
- Review existing Monitoring and Evaluation system; develop new M&E tools as and when required to assess the impact of programmes.
- Analyze trends in the programme using M&E tools, identify challenges and; develop and implement solutions in coordination with the CEO and programme managers.
- Lead and deliver teacher training workshops with support from programme team.

Team Management and Development

- In consultation with CEO, recruit, interview and select appropriate programme staff.
- Implement performance management processes for all programme staff.
- Plan and implement capacity building sessions using internal and external resources for the programme team.
- Supervise programme staff by providing direction, input and feedback

REQUIREMENTS

Knowledge, Skills and Attitudes

- Ability to lead a team and positively influence them to achieve results
- Demonstrate high level of interpersonal skills including ability to build relationships internally and externally
- Ability to manage multiple projects at a time

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- Ability to plan, determine strategies and create action plans
- Ability to communicate well in English both written & oral
- Proficiency in use of standard software applications (MS word, Excel & Powerpoint)
- Proficiency in proposal & report writing
- Attention to details

Core Competencies:

- Committed to Apni Shala's vision & value
- Openness to explore new and innovative learning methods
- Ability to work independently with minimum supervision, highly self-motivated
- Ability to collaborate and co-operate with team members
- Ability to deal with ambiguity and make decisions
- Ability to motivate and inspire others
- Ability to assess problems and generate possible solutions

Background/Experience:

- Have completed a graduate or post-graduate course in education, psychology or child development.
- Have worked in the field of education for a minimum of 5 years which includes experience of content development, facilitating children's programmes and managing a team.

Working Conditions:

- Head of programmes mainly works from the Mumbai office but may need to travel across Mumbai and sometimes outside Mumbai as a part of his/her role.

HOW TO APPLY

Send your CV and cover letter by e-mail to **contact@apnishala.org**. In your cover letter, do tell us why you desire to join Apni Shala. Also state your monthly salary expectations as well as your previous last drawn salary.

For more about Apni Shala, please visit Apni Shala online at
www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala

