

## Job Description: Senior Consultant, Accelerator (Pune)

Atma is an accelerator for education. Our vision is to ensure quality education for all children and we do this by accelerating the impact of NGOs working in Education. Our basic model is to provide hands-on and bespoke consulting support to Education NGOs to enable them to sustain, strengthen and scale. We operate via 3 programmes - Accelerator, Remote Accelerator and Gati.

So far, we have built the capacity of 62 Education NGOs across Mumbai and Pune in the last 10 years as part of our Accelerator programme. Our 2022 vision is to scale up to supporting 240 Education NGOs each year through the Accelerator, Remote Accelerator and Gati programmes. Our flagship programme- the Accelerator plays a key role in enabling this growth by supporting 40 Education NGOs per year by 2022.

The Senior Consultant role is charged with managing the Pune Accelerator operations including the other Accelerator consultants and directly providing support to 4 to 5 education NGOs (called Partners at Atma) as part of the Accelerator programme.

<i>Location</i>	Pune
<i>Time Commitment</i>	Full Time
<i>Reporting to</i>	Chief Programmes Officer
No.	Key Job Area
1	<p><b>Team Management</b>  <i>Nature of responsibility: Lead</i></p> <ul style="list-style-type: none"> <li>• Manage a team of consultants and volunteers to meet their outcomes as measured by the KRAs and KPIs for those roles</li> <li>• Facilitate professional development for the members of the Pune team</li> <li>• Create and sustain a healthy culture at the Pune office that leads to high team morale, a feeling of oneness and a spirit of collaboration among team members</li> </ul>
2	<p><b>Partner Recruitment for Pune</b>  <i>Nature of responsibility: Lead</i></p> <ul style="list-style-type: none"> <li>• Building networks and relationships to establish a pipeline of organisations</li> <li>• Spearheading the partner recruitment process</li> <li>• Partner selection</li> <li>• Induction into Accelerator Program</li> </ul>

3	<p><b>Partnership Management</b>  <i>Nature of responsibility: Lead</i></p> <ul style="list-style-type: none"> <li>• Create strategy plans and annual implementation plans as part of the Atma partnership along with the Lead Consultant and Partner NGO</li> <li>• Manage each partnership towards defined outputs and outcomes over a 2-3 year period</li> <li>• Assemble resources and volunteers needed to support the partnership with support from the Atma team</li> <li>• Support quarterly assessments of partnerships carried out by the Atma Impact team</li> <li>• Participate in internal partnership planning and review exercises on a regular basis</li> <li>• Review Pune Accelerator city data to identify and improve the programme on a regular basis</li> </ul>
4	<p><b>Project Execution and Management</b>  <i>Nature of responsibility: Lead</i></p> <ul style="list-style-type: none"> <li>• Design, research and execute the projects included in a partnership over a 2-3 year period</li> <li>• Support volunteer sourcing carried out by the volunteer manager at Atma - lead need identification and creation of JDs</li> <li>• Divide responsibilities of project execution between himself/herself and volunteers</li> <li>• Manage the volunteer during their time on the partnership</li> <li>• Ensure adequate interactions with the Partner NGO founder/team to build and sustain a healthy partner relationship</li> <li>• Ensure completion of all planned projects for the year as per defined quality standards and their implementation by the Partner NGO</li> </ul>
5.	<p><b>Knowledge Management</b>  <i>Nature of responsibility: Lead</i></p> <ul style="list-style-type: none"> <li>• Ensure all defined partnership data is entered in Atma's data management software (Salesforce) at the start of a partnership and updated quarterly</li> <li>• Ensure all final deliverables/outputs are as per branding guidelines and uploaded onto Salesforce as and when completed</li> <li>• Assist creation of case studies of partnerships</li> <li>• Document and share any learnings/best practices from the partnership via shared material, webinars, blog posts etc.</li> </ul>
6	<p><b>Other tasks</b></p> <ul style="list-style-type: none"> <li>• Support events/fundraising/outreach/hiring efforts of partner NGOs</li> <li>• Support communications/outreach efforts of Atma</li> <li>• Assist Remote Accelerator consultants with the knowledge/experience from Accelerator partnerships</li> <li>• Support impact articulation and measurement of partnerships</li> </ul>

**Qualifications & Experience**

- Graduate/Post graduate
- 5-7 years of relevant work experience across any/many of the organisational development areas such as Strategy, Human Resources, Fundraising, Monitoring & Evaluation, Marketing & Comms etc.
- Experience in the field of Education preferred

<b>Skills</b>	<b>Desired Competencies</b>
<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Strong relationship building skills</li> <li>• Strong written and verbal communication skills</li> <li>• Proficient use of MS Office (Excel, Powerpoint, Word) and Google Suite (Docs, Slides, Sheets)</li> <li>• Strong consultant skill set- project management, analytical problem-solving and people management</li> <li>• Strong team management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Takes initiative</li> <li>• Is an organised thinker</li> <li>• Is curious and a learner</li> <li>• Uses limited resources to deliver unlimited results</li> <li>• Attention to detail</li> </ul>

If interested in applying for this position, please email your resume to [careers@atma.org.in](mailto:careers@atma.org.in)

#### ***Atma's Policy on Child Protection and Safeguarding***

Atma has a strict zero tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.