



Job Description: Programme Manager

Location: Mumbai

About Saturday Art Class

Saturday Art Class is a non-profit Education Organisation conducting a revolutionary program for school children from low income communities, which teaches a life-skills based curriculum, using Art as a medium to do so. We aim to create wholesome individuals who are able to successfully navigate their lives beyond the walls of the classroom. Saturday Art Class started its journey in 1 classroom with 30 children and over 2 years has worked with over 4500 children in 67 classrooms from its 12 institutions across the city of Mumbai.

The Problem:

Though children from low income communities have increasingly been gaining access to academic improvement, there is very little focus on enhancing formal education to include teaching of the necessary life skills and social emotional learning. This manifests in the child's ability, not just to perform academically in the classroom, but also to think critically, make informed decisions and negotiate risks/challenges, thereby reducing the quality of their lives and their productive participation in the society.

The Solution:

Saturday Art Class has designed an innovative model that is able to complement the formal education being received by children at BMC Schools / low income private schools. As the name suggests, we take sessions on Saturdays for these children, facilitated by a team of passionate and well trained coaches and mentors (volunteers). The team teaches a range of necessary skills including creativity, intra and interpersonal skills, critical thinking and growth mindset. They do so, with the guidance of an expertly designed curriculum that incorporates art based activities with the nuances of life and socio emotional skills. [See our website for more details.](#)



Purpose of the role

The purpose of this role is to lead the Saturday Art Class Programme by effectively managing coaches, mentors and partner institute stakeholders. The role is responsible for ensuring that the programme is being delivered with high quality, and is expected to do so by displaying strong leadership, communication and people management skills.

Qualifications and Experience required:

- Bachelor's degree, preferably in Business Management or Business Administration
- 2-4 years of overall work experience is required, with at least one year in a people management role
- Experience in the education sector is required
- Experience and interest in the Arts will be preferred

Skills, Knowledge and Attitudes required:

Skills and Knowledge:

- Strong interpersonal communication skills
- Planning, organisation and multitasking skills
- Leadership and people management skills
- Excellent analytical and problem solving skills
- Ability to effectively use MS Office software such as Word, Powerpoint and Excel
- Ability to manage time and prioritise work effectively
- Basic ability to use design software such as Illustrator or Photoshop (preferable)
- Ability to fluently speak Hindi (and Marathi preferably)
- Excellent English oral and written skills
- Basic understanding of the Life Skill / Education space
- Fair knowledge about good practices in - classroom management, curriculum and pedagogy
- Understanding of the challenges faced by children in low income communities



Attitudes:

- Proactive and self motivated
- Innovative and resourceful
- Take up ownership
- Keen interest to work in the social sector

Reporting Structure

- **Manager:** The role will report to the CEO of Saturday Art Class
- **Direct team:** The role will directly manage 23 coaches
- **Indirect team:** The role will indirectly manage mentors via the coaches

Key Responsibilities:

Programme related:

- To ensure that the weekly activities of the SArC programme are being administered by the coaches and mentors as per the SOPs / Curriculum at all the centers (schools and partner organisations).
- Ensuring that material is distributed to the centers as per the need on a weekly basis
- To conduct monthly check ins with coaches and mentors to manage and review their work
- To assess the training needs of volunteers (coaches and mentors) in conjunction with the co founders.
- To plan monthly volunteer engagement programs, workshops and trainings as per the training needs identified and as per the training calendar
- To be the primary liaison between the founders and the various stakeholders who are involved in the program. Specifics of stakeholder management will differ for each stakeholder and will be determined in discussion with the founders
- To govern the quality management of the programme through frequent surveys and site visits
- To seek and infer feedback, implement necessary change and continually enhance the operations of the programme, through weekly center visits / check ins



- To ensure the timely collection and analysis of impact measured (specifics will be specified by founders) in classrooms for reporting purposes (internal and external reporting)
- To mentor and manage the interns who are appointed under the programme role

How to Apply

Please email your CV with a covering letter to manasim@saturdayartclass.com with the subject line : Application for Programme Manager