

## Job Description: Lead Consultant

NGOs play an integral role in the education sector in India, bridging the education gap for India's over 350 million children.

Atma is an Accelerator for Education. Atma works with high potential NGOs and social enterprises to build their capacity and helps them become bigger, better and stronger.

Through our Atma Accelerator, we have worked with more than 72 NGOs across Mumbai and Pune in the last 10 years as part of our Accelerator programme. Our 2022 vision is to scale up through the Accelerator programme, Project Based Support and workshops.

The Lead Consultant role will enable Atma to grow by working closely on our Programmes across the geographies that Atma has presence in.

The role will include some amount of travel once travel normalises.

Location	Mumbai / Pune
Time Commitment	1 Year contract (renewable every 6 months)
Reporting to	Chief Programmes Officer
No.	Key Job Area
1	<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 Consultant and Partner NGO</li> <li>• Manage each partnership towards defined outputs and outcomes over a 2-3 year period, ensure ongoing smooth partner relationships</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>• Drive internal partnership planning and reviews on a regular basis</li> </ul>

2	<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 select projects included in the Accelerator partnership or as part of project based support</li> <li>• Support volunteer sourcing carried out by the volunteer associate 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>
3.	<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 learning/best practices from the partnership via shared material, webinars, blog posts etc.</li> </ul>
4	<p><b>Team Management</b>  <i>Nature of responsibility: Lead</i></p> <ul style="list-style-type: none"> <li>• Manage the accelerator teams across geographies</li> <li>• Provide support to teams to ensure efficiency</li> <li>• Manage performance and monitor achievements, goals, etc.</li> <li>• Support their learning &amp; development through structured conversations/IDP process</li> </ul>
5	<p><b>Partner organisation recruitment</b>  <i>Nature of responsibility: Support</i></p> <ul style="list-style-type: none"> <li>• Support identification of Education NGOs, on an ongoing basis, that Atma can partner with as part of its programmes (Accelerator and PBS)</li> <li>• Participate (lead/facilitate/observe) in annual organisation recruitment activities of the city</li> </ul>

6	<p><b>M &amp; E and Documentation</b>  <i>Nature of responsibility: Support</i></p> <ul style="list-style-type: none"> <li>● Support impact articulation and measurement of partnerships</li> <li>● Ensure regular entry of outcomes and Partnership hours into Salesforce.</li> <li>● Oversee quarterly reviews of Atma Partnership with the Partner Organisations</li> <li>● Assist in the framing and composition of case studies of the Atma Partnership process</li> </ul>
7	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>● Strategise and lead facilitation based workshops for Atma</li> <li>● Advising and assisting Fundraising team with impact data for proposals</li> <li>● Creating partnerships and tie-ups to strengthen impact assessment at Atma</li> <li>● Provide data for creation of Annual Report</li> <li>● Support events/fundraising/outreach/hiring efforts of partner NGOs</li> <li>● Support communications/outreach efforts of Atma</li> </ul>

**Qualifications & Experience**

- Post graduate
- 4-6 years of relevant work experience across any/many of the organisational development areas such as Strategy, Human Resources, Fund-raising, M&E, Marketing & Comms etc.
- Experience in the sector (Consulting, capacity building, incubator, accelerator, leadership across roles)
- Experience in the field of Education preferred

**Skills**

- Strong interpersonal skills
- Strong relationship building skills
- Strong written and verbal communication skills
- Proficient use of MS Office (Excel, Powerpoint, Word) and Google Suite (Docs, Slides, Sheets)
- Strong consultant & people management skill set- project management, analytical problem-solving, time management, conflict management, etc.

**Desired Competencies**

- Takes initiative
- Is an organised thinker
- Is curious and a learner

- Uses limited resources to deliver unlimited results
- Attention to detail

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.