




**THE
APPRENTICE
PROJECT**

**Job Description
Operations and Student Impact Team
Lead**

*learn what you love
teach what you love*



About The Apprentice Project (TAP):

The Apprentice Project (TAP) is a non-profit organization determined to transform Government / low-income schools by enabling holistic development of all children. We use choice based learning and student leadership as tools to build socio-emotional skills and give real-world exposure to children from low-income communities.

TAP leadership team, comprising alumni from Indian Institute of Management, Teach For India, and The Harvard university, believes that all children irrespective of their background should get the skills and resources to realize who they are and achieve what they want to be.

TAP is supported by Ford Foundation, Capgemini, IIM Bangalore, Harvard University, Schlumberger, and others. TAP has impacted 4000+ children across 20+ schools through 500+ facilitators.

How do we do it?

TAP has created an online and offline platform through which we work with students from Grade 4 to 9 in Government schools across the country. Students get to learn an elective of their choice from amongst: Art & Craft, Dance, Drama, Coding, Electronics, etc, and use their passion as a medium to build socio-emotional skills.

The learning is enabled with the help of high-skilled volunteer facilitators from institutions / organizations like IIT, NID, FTII, Oracle, Citibank, Thermax, etc. who mentor students across the domains of Visual arts, Performing arts, Technical Arts, and Sports using TAP's structured curriculum and technology platform.

About the Role:

Role title: Operations and Student Impact Team Lead

Role type: Full Time

Expected Joining Date: February 2021

Role location: Remote working till June 2021 post that location Pune/Mumbai.

Role description: As an Operations Team Lead, the role would entail managing the ongoing execution of the TAP program effectively, and strengthening the relationships with the school leadership/team. It would involve planning and tracking processes, following-up with multiple stakeholders, and reporting to ensure transparent communication.

We are looking for a candidate with a desire to solve complex challenges with a positive inclination for action to come join our core team. Our ideal candidate will have a tangible experience in operations involving multiple stakeholders, and managing people and resources through an educational degree or/and professional work experience. He/she should be comfortable with setting and following structures to streamline and optimize day-to-day operations.

Responsibilities:

- Volunteer management across schools to track availability of volunteers in advance
- Manage >95% coverage of clubs by following-up with standby volunteers to confirm substitutes
- Coordinate with school to ensure sessions are happening consistently and students are attending
- Manage availability of resources in all classes through central procurement and distribution
- Design and implement system to track inventory of materials
- Research and implement technology tools to streamline/automate processes
- Plan and execute logistics for various TAP events like Hackathons, Induction, meet-ups, etc.
- Follow-up with school PoCs to track revenue through accountability fees
- Report program execution outputs and outcomes to school periodically
- Participate in regular observations and share feedback with program team
- Support Monitoring & Evaluation in data collection and analysis for measuring impact
- Analyse the ongoing execution data and feedback to understand problems and address them
- Contribute towards building a healthy and inclusive culture in line with the TAP values

Skills and Qualifications:

Relevant experience and skills:

- Any work experience across sectors, preferably in roles which required managing operations
- Demonstrable ability to work towards ambitious goals in the face of challenges
- Managing relationships with multiple stakeholders
- Expertise on technology tools like MS Office, Google Suite and other relevant softwares
- Demonstrable ability to work with limited resources to achieve results
- Strong written and communication skills

Desired mindsets:

- Passion to bring about a change in the education sector
- Positively inclined towards action
- Drive to create a path and make things happen to move forward towards unexplored areas

Experience:

0 - 5 years

The individual will receive the compensation at par with the sector benchmark for this position, commensurating with the individual's prior experience and qualifications.

Apply here for next steps: <https://forms.gle/VYdMDsGFEB5C9E2c7>