

**Job Description: Consultant, Accelerator**

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 our Accelerator Programme and Project Based Support.

So far, we have built the capacity of over 82 Education NGOs in India through our programmes.

The Consultant- Accelerator role will enable the Atma growth by working with 4-5 Education NGOs (called Partners at Atma) as part of the Accelerator programme.

| Location        | India   |
|-----------------|---|
| Time Commitment | Full Time   |
| Reporting to    | Lead Consultant, Accelerator  |
| No.             | Key Job Area  |
| 1               | <p><b>Partnership Management</b></p> <p><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> </ul> |

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| 2  | <p><b>Project execution and management</b></p> <p><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> |
| 3. | <p><b>Knowledge Management</b></p> <p><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>   |
| 4  | <p><b>Partner organisation recruitment</b></p> <p><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</li> <li>• Participate (lead/facilitate/observe) in annual organisation recruitment activities of the city</li> </ul>   |
| 5  | <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>   |

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| 6 | <p><b>Others</b></p> <ul style="list-style-type: none"> <li>● Strategise and lead Logic model workshops for Atma partners</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> </ul> |
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### **Qualifications & Experience**

- Graduate/Post graduate
- Around 4-5 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 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 skill set- project management, analytical problem-solving and people management

### **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.