

Job Description- Programme Volunteer

About Atma:

Atma provides strategic solutions to help education NGOs scale. Each year, we choose a cohort of organisations to become partners and provide them with up to three years of holistic consultancy support & management expertise. Atma recruits professional volunteers from around the world to execute projects with our partner organisations.

Location	Remote
Time Commitment	3-6 hrs/day, 3 Months (minimum)
Reporting To	Atma Consultant

Possible Projects	Key Responsibilities
<ul style="list-style-type: none"> • Programme Audit • Curriculum • Programme Design and Documentation • Joint Programme Assessment • Programme MOU 	<ul style="list-style-type: none"> • Understand the programmes and services of our partner organisation and capture the information in a detailed operations manual • Ensure that the operations manual can be used as a guideline document by new staff at the organisation with minimal training • Work with senior leadership to conduct an audit of existing programmes
<ul style="list-style-type: none"> • Volunteer Programme Operations Manual • Volunteer Handbook • Volunteer Programme Design and Development • Volunteer Programme Tools 	<ul style="list-style-type: none"> • Design and implement a detailed volunteer programme for our partner organisation
<ul style="list-style-type: none"> • Child Safeguarding Policy 	<ul style="list-style-type: none"> • Review existing child safeguarding policies of our partner organisations • Conduct child safeguarding risk assessments with leadership from our partner organisations

Skills & Competencies	Excellent verbal and written communication, good time management
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