Job Description of Managing Consultant - Programs

About XRCVC:
The Xavier's Resource Centre for the Visually Challenged (XRCVC) is an integral part, and department of [St. Xavier's College](#) - Autonomous, Mumbai. The XRCVC was started in 2003 as an effort to ensure an inclusive environment at St. Xavier's College, one of the most well-known educational institutions in the country, initially for its students with blindness and low vision. XRCVC, keeping with the college's long tradition of creating social impact within the larger community, has always been a center of advocacy and support to promote inclusion and access for persons with disabilities over and above the in-house students of the college. XRCVC's expertise lies in the fields of inclusive education, access technologies and accessibility, and awareness generation.

Summary:
This role is crucial to the success of the center and its offerings. S/he is overall responsible for the center's activities across the three offerings namely Inclusive Education, Assistive Technology (AT) and Awareness & Advocacy, in addition to being part of the leadership/strategy team of the organisation. Along with the Executive Director of the center, s/he will be responsible for strategy building, managing department leads and mentoring programs under them.

Location:	Mumbai
Commitment:	Full Time
Reporting to:	Executive Director
No.	*Key Responsibility Area:*
1	**Program Support** • Build organisational strategies along with the leadership ensuring organisation goals and programmatic goals are in sync at all times • Assist team lead and trainers in curating and executing programs • Be responsible for end to end process of Training(s) including conceptualisation, planning, training the trainers, building training modules • Strategise and plan implementation of awareness and advocacy interventions • Strategise and oversee implementation of St.Xavier's College Inclusive Education Service

		- Student onboarding, assessment and service coordination - Managing the Student Inclusion Cell on campus and its activities - SHAMIL (End to end inclusive education services setting up for educational institutes) - Support the team to ensure continuous improvement, innovation and quality delivery of - - Accessible Content Creation Service - Documentation & Curriculum Building - Research & Testing of new pedagogies and AT - Guidance support to individuals with disabilities and their families - Provide services/consultancy to stakeholders (Private companies, government organisations, schools, colleges) based on their enquiries - Research and Documentation for undertaking any system and policy level promotion for building inclusion and access in government or non government systems. **Be responsible for Volunteer Management and Internship program**
2	**Stakeholder Management & Engagement**	- Represent XRCVC at events and exhibitions across the country - Engage and establish effective relationships with stakeholders including colleges, Government, corporates, individuals to promote inclusion and access through XRCVC programmes - Interface with St.Xavier's college authorities to ensure trust-building and open communications wrt of XRCVC's work
3	**Monitoring and Evaluation**	- Build the Monitoring & Evaluation strategy for the organisations across all programs - Ensure smooth implementation and periodic checks of the process - Develop reporting mechanisms and reporting templates - Ensure impact reports are created regularly and shared

		with relevant stakeholders • Analyse impact data and use for making strategic decisions
4	**Fundraising and Compliance Support**	• Support Executive Director and stay abreast with financial and compliance needs of the organisation • Prepare pitches and proposals for donors and raising funds • Ensure funding and impact reports are duly made and sent to relevant stakeholders
5	**Recruitment and People management**	• Manage the recruitment needs of the organisation with a vision for future skill requirements with the Executive Director • End to end recruitment for various roles at XRCVC • Orient and Onboard new staff members • Review activities and goals on a bi-monthly basis • Support staff members by providing guidance, feedback and skills training

Education and Experience:
- Postgraduate in Social Science/Social work/Disability Studies or related fields.
- 12-15 years of relevant work experience in the field of disability. Having worked in social sector and education are additionally desired
- Experience managing teams

Must have Skills and Competencies:
- Background in disability and inclusive education pedagogy
- Knowledge of accessible technology and content from around the world
- Strong ability and/or experience in training (content creation, delivery etc.)
- Knowledge and/or experience in developing education programmes
- Strong interpersonal skills, high levels of emotional intelligence
- Ability to forge strong relationships and networks within the community of

stakeholders including donors, corporates, government agencies
- Strong mentoring and guidance skills
- Good people managing skills
- Strong written and verbal communication skills
- Strong organisational skill set- project management, research and analytical problem-solving and people management
- Proficient use of MS Office (Excel, Powerpoint, Word) and Google Suite (Docs, Slides, Sheets).
- Documentation and Report Writing

Other desired competencies:
- Multilingual proficiency (English, Hindi and Marathi)
- Experience in managing fundraising activities/board management/ working with government agencies.

Interested candidates may send an email to Dr. Sam Taraporevala (sam@xrcvc.org) along with their resume. The subject line should be "Application for Managing Consultant - Programs"

Created by Atma for XRCVC