

JOB TITLE: Assistant Manager Programme (Livelihood)

LOCATION: MUMBAI

DESCRIPTION: The purpose of this role is to ensure the effective implementation of the programs of Bright Future at the assigned center, to ensure participation of all stakeholders, adolescents and youth in the programs. By doing so the role helps to achieve the organization's goal of connecting education to employment.

RESPONSIBILITIES:

- > Prepare Monthly Plans for the program and self as per program cycle and monitor the implementation for achieving the expected targets and quality of program delivery
- > Team Management:
 - Identify the training needs and build capacity of the team by observation, feedback and handholding
 - Review and give feedback to the team on the plans, reports, budgets and data updated on MIS
 - Organize and execute confirmation and appraisal process for all the team members
 - Plan and guide the team for ensuring all the Stakeholder Engagement Activities as per program cycle are conducted
- > Prepare budgets, track expenses and prepare expense reports on a monthly basis and submit to operations manager for approval. Work with accounts to receive cash in advance.
- > Analyse the needs and coordinate with employers and corporate partners for organizing Mock Interviews and Placements
- > Analyse the needs for resource person with the team, identify resource person and connect with the team. Conduct guest lectures (2 each month) per batch of different programs- school, Youth and Drama for Development programmes
- > Plan and conduct stakeholder meetings to ensure their participation in programs

- > Participate in recruitment and on boarding process
- > Secure and maintain the utilities and resources at the centre
- > Engage volunteers and mentors for different programs
- > Maintain documentation for the program to monitor and review the progress of the program for effective implementation
- > Conduct weekly meetings to review the monthly plan progress of every team member and the program

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Qualifications: Graduate (Social Sciences/Management)

Years of Experience:

- > Total 4 years' experience with 2 years' experience of managing a diverse program implementation team with 5+ members in the Social Sector.
- > Experience of working in target based projects.
- > Experience in Education or Livelihood and experience of engaging stakeholders for program will be preferred

REQUIRED KNOWLEDGE:

- > Knowledge about areas in which there is a need to work with parents
- > Knowledge about developmental needs and challenges faced by adolescents and youth
- > Domain and market trends (Retail, Hospitality, Photography, Beauty, Banking, Work Place Readiness, English and IT)
- > Life Skills Development and Career Development
- > Knowledge about community mapping and profile
- > Knowledge about various strategies used for stakeholders engagement
- > Knowledge about social realities and community issues
- > Understanding about curriculum and assessments
- > Knowledge about how to work in school system and challenges within the same
- > Donor Communication

REQUIRED SKILLS

- > Planning and Management
- > Excellent Written and Oral Communication in English
- > Resource Mobilisation and Networking
- > Ability to communicate in English/Hindi/Marathi
- > Documentation - Program Reports and MIS
- > Computer Skills (MS Power Point, Excel and Word)
- > Analytical
- > Leadership
- > Ability to work within deadlines
- > Listening and Observation