



**Job Title: Project Manager , Patang**

**Reporting to:** Research Director, Centre for Civil Society.

**Summary:** The Centre for Civil Society is working on a project to assist schools in implementing Section 12 (1)(c) under the RTE (25% reservation) , with the support of the Tech Mahindra Foundation. In the larger context surrounding the mandate, efforts from organizations are largely around awareness and enrolment. Once the students are admitted to schools, though, teachers, students and parents are struggling; teachers are not equipped to handle the increasingly diverse needs of their students, many students have never spoken English nor been to school and are adjusting to their new surroundings, and parents don't always know how they can support their students nor do they feel comfortable since they don't speak English. Through after school learning centres and a team of teachers & community social workers, our program is trying to cater to these needs by working with schools directly on implementation and ultimately trying to determine the type of resources or capacities that would be necessary to make this mandate successful across private schools in India. We are currently operating 2 after school learning centres where we work with students, parents and school administrators in trying to bring about academic and social inclusion through customized bridge curriculum, teaching techniques, life skills modules, and one-on-one workshops.

#### **JOB RESPONSIBILITIES**

The responsibilities of the project will include:

- Providing on-going support for Senior Associate and community social workers on all areas of their professional development;
- Working with the school principal monthly to increase involvement of the school management in *Patang* ;
- Ensuring project is on track to achieve its 5 year goals and modifying the project outcomes based on needs;
- Monitor and evaluate performance of all team members based on goals identified for each team member ;
- Document systems, processes and all project challenges along with the solutions being implemented;
- Design and analyze the social baselines, mid-lines and end-lines with the support from the CCS research team;
- Analyze relevant data or evidence (student data, qualitative data from student work and other sources) to inform practice along with the Senior associate ;
- Organize recruitment and placement of required project staff and establish team structures;
- Review operational budgets on a quarterly basis and plan the expenses;
- coordination and communication between support functions such as IT, HR, Accounts and Finance;
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and attending/speaking at conferences;
- Ensure project activities comply with the policies and regulations of the donor organization & CCS;
- Work with the fundraising team to ensure project receives funding for third year operations;
- Create a donor engagement plan for involving the donors regularly and sharing quarterly progress;

#### **Technical Competencies:**

- Strategy planning, understanding organization behaviour and structure;
- Strong Planning skills;
- Strong in building systems and processes;
- Strong understanding of the education sector

#### **Core Competencies :**

- Passionate about education;
- Great team player;
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines;
- Strong interpersonal skills;
- Perseverant and proactive in seeking solutions;

**Experience:** 3-5 Years of experience in the education sector. Candidates with a management background will be preferred.

**Compensation :** CCS recognizes that the right candidate will have a significant impact on the success of the organization and is prepares to offer an attractive compensation package for the non-profit sector, commensurate with experience.

**Location :** Delhi