



Job Title: Programme Co-ordinator

Location: Based in Mumbai (Possible travel across India)

Employment Type: Permanent, Full time, 6 days a week

Reporting to: Sr. Prog. Manager

BACKGROUND

Apni Shala Foundation is a young and vibrant organisation having its roots in the Tata Institute of Social Sciences. It was started by 3 TISS alumni in 2013. The organisation has been working towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. The Apni Shala Foundation works on primarily three broad areas: creating promotive and preventive mental health programs in partnership with schools, offering professional development opportunities to teachers, educators and mental health professionals, and running a research-based school that integrates academic and social and emotional competency development.

Within a period of 5 years, Apni Shala has engaged more than 6000 children in and around Mumbai and built programmes offering social emotional learning opportunities to children over 30 schools and organisations. Our core programmes are aimed at engaging children, parents and teachers. Apni Shala is funded by institutional grants, individual donations and revenues through workshops.

Apni Shala has grown from a team of 3 in 2013, to an organization of almost 30. We strongly



believe that the individual passions of each team member fuel the growth of the organization and give it direction. We take the personal and professional development of our staff very seriously and it forms a major part of our organizational operations.

PURPOSE

Apni Shala envisions providing access to fun filled, creative and experiential social-emotional learning to all children across the age group of 7 to 15 years, from low-income communities. The Programme Coordinator plays a major role in realizing this vision. Reporting to the Sr. Programme Manager, the Programme Coordinator will be responsible for coordinating the Apni Shala Programmes for children in Schools and NGOs across India. The Programme Coordinator will be responsible for delivering and monitoring short and long term programmes for children and overseeing the delivery of the programmes in coordination with facilitators at the assigned schools and NGOs. As a Programme Coordinator, you will be working closely with the Programme Managers and the facilitators.

RESPONSIBILITIES

Session Facilitation & Documentation

- Plan and facilitate programme sessions based on curricular requirements with groups of 30 children in partner schools/ organizations as per timetable provided
- Effectively use mediums of art, drama, stories, games to engage children in learning following the framework provided in the curriculum
- Ensure all sessions conducted are documented by regularly recording attendance, session proceedings in formats provided



building skills for life

- Conduct half-yearly/yearly assessments of outcomes for all children from groups assigned

Partnership Building and Management

- Maintenance of partnerships with assigned schools or partners
- Managing stakeholder which includes teachers, principals and caregivers at assigned schools by coordinating meetings, relaying important information, and facilitating feedback meetings
- Identify and build partnerships with organizations and schools inside and outside Mumbai to implement summer and winter workshops offered by Apni Shala
- Conduct annual surveys and interviews as required by the monitoring & evaluation process

Coordination & Supervision

- Supervision of 2-3 team members through the year which will include monitoring-facilitator attendance, punctuality, review of lesson plans, assessments, session observation, teacher observation, caregiver engagement programme, school campaign follow-up, peer review and feedback
- Create monthly progress reports, collate data from schools and present to team
- Coordination of visitors at partner schools
- Participate in the performance management processes for all programme staff that you have worked with
- Participate and assist in implementing capacity building sessions using internal and external resources for the programme team.

REQUIREMENTS

Knowledge, Skills and Attitudes



building skills for life

- Proficiency in use of standard software applications (MS word, Excel & Powerpoint)
- Proficiency in report writing
- Ability to work and take group sessions with children age 7-15
- Sensitivity towards the need of stakeholders
- Good reading writing skills in English and verbal skills in Marathi & Hindi
- Comfortable in travelling across and outside Mumbai

Core Competencies:

- Committed to Apni Shala's vision & values
- Highly motivated and committed
- Openness to explore new and innovative learning methods
- Ability to work independently with minimum supervision, highly self-motivated
- Ability to collaborate and cooperate with team members
- Ability to deal with ambiguity
- Ability to motivate and inspire others

Background/Experience:

- A post-graduate in any discipline (Education or Psychology preferable)
- If not a post-graduate then work experience of working with children in a formal or non-formal set-up such as a school or through an NGO for a minimum of 1 year
- Experience of coordinating or managing a team in a formal or non formal setup

Working Conditions:

- Programme Coordinator will work out of the Apni Shala office in Kurla, Mumbai but will need to travel to programme locations in and around the city



building skills for life

APPLY NOW

Send your resume and cover letter by email to **contact@apnishala.org**. In your cover letter, do tell us why you would like to work with Apni Shala in the role of Programme Coordinator. Also state your monthly salary expectations as well as your previous last drawn salary.

For more about Apni Shala, please visit Apni Shala online at www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala