

VACANCY ADVERTISEMENT: APNI SHALA FOUNDATION



Job Title: Sr. Programme Manager, Design & Training

Team: Social-emotional Learning Programme

Location: Mumbai

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

Reporting to: CEO

Application Deadline: 10th April 2019

BACKGROUND

Apni Shala Foundation, founded in 2013, works with children, educators, caregivers and institutions towards building social and emotional competencies among individuals so they can constructively engage with society and have a harmonious co-existence.

In the last six years, Apni Shala has come a long way in building awareness and urgency on a wholesome mental health programming within schools. From 1 municipal school in 2013, the organisation is currently working with over 4000 children in 15 municipal schools, 1 low budget private school, and 5 NGO partners to build a whole-school, integrated approach for promotive and preventive mental health through an age-appropriate, long-term School Social Emotional Learning (SEL) programme. Based on the framework provided by CASEL, a US-based organisation, Apni Shala has further contextualised its design for children and communities in India. Apni Shala's work is further informed by diversity and inclusion practices (in partnership with National SEED Project, Wellesley Centre for Women, USA), Narrative Therapy, Constructivist Learning Theory and Growth Mindset.



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In 2017, Apni Shala kickstarted Khoj Community School, a whole-school SEL integration project to build a model school and a dynamic space for ongoing research and development for SEL-integrated school practices. In next 5 years, Apni Shala aims to work with over 50 schools through School SEL Programme and develop Khoj into a model school for practice, research and professional development for Whole-school SEL integration.



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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. The Senior Programme Manager (SPM), Design and Training, plays a major role in realizing this vision. Reporting to the CEO, the SPM will be responsible for the design of the School SEL programme. This will include strategising, and co-creating the plan for the programme to be implemented across all Apni Shala partner schools and organizations. The SPM will work with the curriculum team, and facilitators in charge of the teacher engagement, caregiver engagement and school engagement campaigns. Additionally the SPM will work closely with the SPM, operations to ensure smooth delivery and identify training needs for the programme team.

RESPONSIBILITIES

Programme development

- Design strategy and action plan for School SEL Programme
- Curriculum review and development (existing curriculum and mindfulness integration)
- Create and review tools for assessment and impact (short/long term)
- Review of programme
- Establish and maintain knowledge and training partnerships

Organizational development

- Build organizational strategy with leadership and board of trustees
- Advocate for Apni Shala's work by communicating and coordinating with stakeholders



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- Participate in the advancement of organization's fundraising efforts
- Review Apni Shala blogs and other SEL related communications

Research and Development

- Design and deliver teacher training on SEL for external partners
- Work with R&D team for any research publications for Apni Shala

Team Management and Development

- Supervise design for SEL curriculum, parent engagement, teacher engagement and SEL campaigns
- Lead training and development of programme staff in partnership with Senior Programme Manager, Operations
- Mentor assigned team members
- Lead School SEL Programme team's performance management with Senior Programme Manager, Operations
- Participate in the recruitment for School SEL programme staff
- Co-lead all-staff orientation and onboarding

REQUIREMENTS

Knowledge

- Knowledge on curriculum development
- Sound foundational knowledge on therapy approaches and child development
- Proficiency in use of standard software applications (MS word, Excel & Powerpoint)
- Proficiency in proposal & report writing



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Skills

- Demonstrate high level of interpersonal skills including ability to build relationships internally and externally
- Manage multiple projects at a time
- Plan, determine strategies and create action plans
- Communicate well in English and Hindi/Marathi both written & oral
- Facilitate discussion and dialogue in teams
- Coach teammates with input, direction and feedback
- Work independently with minimum supervision, highly self-motivated
- Collaborate and cooperate with team members
- Deal with ambiguity and make decisions

Attitudes

- Stay committed to [Apni Shala's vision & values](#)
- Lead a team and positively influence them to achieve results
- Be open to giving and take feedback and opinions
- Give attention to detail

Background / Experience:

- Have completed a graduate or postgraduate course in psychology
- Have worked in the field of education or psychology for a minimum of 5 years which includes experience of content development, facilitating children's programmes and managing a team.

Working Conditions:

- Senior Programme Manager mainly works from the Mumbai office but may need to travel across Mumbai and sometimes outside Mumbai as a part of his/her role.



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Note:

All Apni Shala staff members will have a job description which will outline responsibilities and delineate lines of reporting. However, at times, a staff member may be assigned a task that is not spelled out in their job description including a job assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.

HOW TO APPLY

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Send your CV and cover letter by e-mail to **amrita@apnishala.org**. In your cover letter, do tell us why you desire to join Apni Shala. For more about Apni Shala, please visit Apni Shala online at www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala

