



POSITION SUMMARY:

Job Title: Programme Coordinator

Location: Based in Mumbai (may require limited travel outside Mumbai)

Employment Type: Monday to Friday (2 Saturdays working in a month)

Reporting to: Programme Lead, School SEL Programme

ABOUT APNI SHALA

Apni Shala was co-founded in 2013, and has been working towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. We are working towards a 3-fold mission:

- creating promotive and preventive mental health programs in partnership with schools
- offering professional development opportunities to teachers, educators and mental health professionals
- running a research-based school that integrates academic, and social and emotional competency development.

Apni Shala's Social Emotional Learning (SEL) approach is informed by Collaborative of Academic Social and Emotional Learning Framework(CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. In the last ten years, Apni Shala has worked with over 11000 students. Our work is aimed at students, teachers, and caregivers in the ecosystem. Apni Shala is funded by grants and donations from individuals and institutions. We strongly believe that each team member's passions fuel the organisation's growth and direction . Personal and professional development of our staff is therefore important to us at Apni Shala, and it forms a major part of every team member's journey with the organization.

WHAT WE ARE LOOKING FOR

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders in the education system
- Ability to adapt and respond to difficult and uncertain circumstances
- Spirit of collaboration and trust in working with and supporting a team
- Inclination and openness to continuous learning, feedback and growth
- Ability to engage with and solve for inequity and exclusion with compassion
- Commitment to one's own social-emotional development and healing
- Ability and willingness to step in for responsibilities above and beyond the assigned role

ROLES AND RESPONSIBILITIES

Address: 61/C, Kamgar Nagar, S. G. Barve Marg, Kurla (E), Mumbai – 400 024

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Partnership Building, Coordination and Management

- Strategise and operationalise an annual plan with the school teams to ensure students receive high-quality, committed hours of SEL in the assigned schools
- Lead monthly school meetings and coordinate, plan and execute the end-year SEL showcase event.
- Strategize, strengthen and deepen partnerships with assigned schools or partners.
- Support the SEL Programmes team in the assigned school with school-related schedules, information, and other insights for effective and time delivery of SEL Programmes (with students and in the ecosystem) and provide them with on-field support.
- Manage stakeholders, including teachers, principals and caregivers at assigned schools, by coordinating meetings, relaying important information, and facilitating feedback meetings.
- Plan, coordinate, and execute of impact evaluation process for students and the ecosystem for respective schools
- Create monthly progress reports, collate data from schools and present them to the team
- Coordinate visits for donors, volunteers, and supporters at partner schools.

SEL facilitation and enhancement

- Planning and preparation
 - Demonstrate knowledge and skills for SEL content and pedagogy
 - Plan and design sessions to impact students' social-emotional learning in alignment with the Apni Shala curriculum
 - Actively research and enrich facilitation skills through contemporary research in SEL and mental health
- SEL Facilitation with students
 - Facilitate SEL curriculum with students in partner schools/organizations
 - Effectively use mediums of art, drama, stories, games, etc to engage children in learning following the framework provided in the curriculum
 - Establish a safe, respectful learning environment for all students
 - Establish effective classroom procedures (transitions) and help support SEL-aligned student behavior.
 - Conduct assessments of outcomes for all children from assigned groups
 - Facilitate 1:1 student check-ins with all students across the term
 - Partner with counselors to support students with counseling/therapy needs and facilitate the process
 - Plan and/or facilitate SEL sessions during summer and winter breaks at partner sites
- SEL in the ecosystem (within and outside partner schools)

- Facilitate SEL implementation within the school ecosystem, including but not limited to, teacher engagement, co-facilitation with partner teachers, caregiver meetings, community projects and school campaigns for assigned classrooms/partners
- Facilitate educators' professional development on SEL and mental health awareness
- Advocate for SEL and Mental Health in all spaces
- Whole-school activities
 - Co-plan and co-facilitate end-of-year school events with the school teams
 - Support Programmes team in the assigned school with school-related schedules, information, and other insights for effective and time delivery of SEL Programmes (with students and in the ecosystem)
 - Conduct surveys and interviews as required by the monitoring & evaluation process
- Other Responsibilities
 - Invite and/or manage volunteers assigned to the student groups
 - Build meaningful relationships with class teachers and other school stakeholders for programme enrichment
 - Document all sessions by regularly recording attendance, photographs, session proceedings, etc in formats/software provided
 - Create reports on the progress of groups assigned to you, including but not limited to curriculum updates, attendance, assessments, caregiver engagement, campaign activities, teacher engagement

Self and Peer Professional Development

- Work towards personal and professional development (PD) goals of self and peers by active participation in organizational PDs and other relevant workshops/courses or reading and researching relevant themes, co-planning and collective work
- Participate in supervision meetings facilitated by your supervisor to build a practice of reflection, and personal and professional development.

Organisational Development

- Participate in resource mobilisation, fundraising, advocacy, communications, culture building and other related activities as guided by the organisation.

QUALIFICATIONS, SKILLS AND ABILITIES

- 2 years of relevant work experience (which includes a minimum of 1 year of experience with design and facilitation/teaching with students)
- Ability to build and nurture relationships with adult stakeholders (principals, teachers, parents, etc),

particularly in government school settings

- Strong oral and written communication skills in English and strong communication and articulation in Hindi or Marathi
- Fluency in using Microsoft Office, Google Apps (Drive, Docs, Sheets, Slides)
- Problem-solving skills, ability to analyse needs and craft possible solutions and recommend actions
- Report writing skills
- Basic fluency to make data based decisions (eg: reading attendance, programme progress data)
- Willingness & ability to contribute beyond one's role to organizational development
- Ability to travel across Mumbai and occasionally outside Mumbai within the country
- Ability to design and facilitate learning with adults
- Proficiency in using Zoom, Google meet or other online platforms for facilitating online learning

APPLY NOW

Send your resume and cover letter by email to hr@apnishala.org. Please mention “**Application for the position of Programme Coordinator**” in your subject line. In your cover letter, tell us why you would like to work with Apni Shala in this role.

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