

Job Description – Officer Volunteer Engagement

Designation	Officer Volunteer Engagement
Location	Udaipur - Rajasthan
Employment type	Renewable fixed term contract
Report to	Lead - Volunteer Engagement, Operations
Functional reportees	None
Employment Level	Middle

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the Organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work Together

Overview of the role:

The Volunteer Engagement Officer is responsible for assisting in conception of the Volunteer Engagement Strategy. S/he will also perform other related operational, administrative duties and works closely with the Lead - Volunteer Engagement, Operations for Partnership development for career progression of Community Volunteers (Team Balika), VE design modelling in districts, developing key tools and techniques as necessary for implementation in alignment with strategic objectives, Goals and Mission.

Areas of Responsibility:

Strategy and Planning:

- Assisting in conception of the Volunteer Engagement, to design a strategy for the organization. This strategy to include the various kinds of volunteers, their skills and geographical context in mind.
- Develop training calendar according to partners' calendar and district annual calendar.
- Work closely with the Lead Volunteer Engagement for Partnership Development for Volunteer Engagements, Develop Agreements for volunteer's growth and development.
- Assist the Lead Volunteer Engagement in designing an implementation plan for the Volunteer Engagement Strategy – phase wise for each of EG's operational districts.

Content:

- Design soft skill development sessions for the Team Balika and implement the same with in coordination with the Program team of the respective districts.
- Develop volunteer engagement activity process notes, criteria, design tools, form/format for progress and tracking results.
- Develop content on skills orientations, trainings for volunteers.
- Design a Team Balika recruitment process in coordination with Lead Volunteer Engagement

Delivery:

- In coordination with Lead Volunteer Engagement: work for implementation of pilot projects for testing the volunteer engagement strategy in EG operational districts in consultation with district management.
- Ensure the implementation of the pilot project with the assistance of the district team.
- Constant field visits to understand the changing needs of the volunteers and making changes in the overall strategy in coordination with the Lead Volunteer Engagement.
- Communication notes to Community Volunteers and implement of Team Balika Volunteer Engagement Orientations with district team.
- Conducting regular visits to training centers and follow up of Team Balika for their Skill Training or Entrepreneurship Development Programs (EDP).
- Conduct field level research using questionnaires and focus group discussions to understand the changing needs of the volunteers, feedback and provide required support.
- Assist Lead - Volunteer Engagement to Identify new partners that help achieve our objectives of the volunteer engagement strategy and coordinate with them.
- Manage existing partnerships in the volunteer engagement initiatives as per the implementation plan.
- Coordinate the implementation of initiatives with the partners.
- Liaise and coordinate with external stakeholders in order to explore training, development and livelihood opportunities and also ensure enrolment / participation of EG volunteers in such programmes.
- Frequently travel to the districts to steer and guide the districts in the implementation plan of VE
- Maintain and track budget utilization.

Quality:

- Evaluate the objectives and content of the skills development partners to fit our context.
- Evaluate the pilot project to understand the challenges and outcomes to make the volunteer engagement strategy better in coordination with the Lead Volunteer Engagement.

- Evaluate the effectiveness of the initiative in a qualitative manner.
- Be constantly updated about the new developments in the skill training, Government schemes, employment opportunities and vocations enabling career progression of Volunteers.
- Conduct desk research on the various initiatives, govt. schemes, private organizations in the sector and their effectiveness to link our volunteers to the same.
- Review and standardize all the Volunteer (Team Balika) training modules and make changes in the same as and when required. Understand the effectiveness of training sessions on Team Balika and share with the teams as and when required.
- Prepare a tool as a feedback mechanism for training sessions in coordination with Program Team and Connect with district team on Team Balika attrition.
- Generate periodically progress reports - quantity & quality; manage the Team Balika database for the operational districts and ensure data entry and analysis for VE related activities and outcomes.

Support and Other functions:

- Maintain Team Balika life cycle and risk mitigation.
- Provide support to all verticals of EG as per need. Provide, conduct and participate in Volunteer Engagement events for Team Balika for overall growth and branding of EG.
- Prepare documents, reports and high quality presentations
- Participate in operational / state / district level meetings as and when required.

Preferred Education Background:

- Post-Graduation in Social Sciences or related field.
- Good knowledge of Computer - Windows and Microsoft Office applications (Outlook, Word, Excel, PowerPoint).
- Fluent in Hindi, good in English.

Preferred Work Experience:

- Minimum 3-5 years of experience in education, skill development, livelihood or innovative projects.

Preferred Skill Set:

- Experience in program designing, implementation, coordination and liaising with multiple stakeholders.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders.
- Excellent communication skills - oral & writing with the ability to deliver trainings and presentations.
- Proactive approach to problem-solving with strong decision-making capability.

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."