

Job Profile: Manager Organisation Effectiveness

EDUCATE GIRLS

Founded in 2007, Educate Girls is a non-profit organization registered under Section 8 of the Indian Companies Act, 2013. It focusses on mobilizing communities for girls' education in India's rural and educationally backward areas. Educate Girls' scalable, replicable and sustainable program model resides on top of India's The Right of Children to Free and Compulsory Education Act [Right to Education Act (RTE)], 2009 or the 'Samagra Siksha' abhiyan. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enroll and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of services.

Head Office of "Foundation to Educate Girls Globally" i.e. "Educate Girls" is located in Mumbai. The State Offices are located at Indore, Udaipur, and Prayagraj. With the new expansion plans, Educate Girls will have more offices, with a minimum of one for each state. Each state office manages 5-6 districts for setting targets, monitoring, guiding and planning. Each district has a district office which is a single independent unit.

VISION

Educate Girls' aim is to achieve behavioral, social & economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

MISSION

Educate Girls leverage existing community and government resources to ensure that all girls are in school and learning well.

GOALS

Educate Girls' goal is to improve access and quality of education for over 15 million children cumulatively by 2024.

MILESTONES ACHIEVED AND WAY FORWARD

- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into 29,000+ schools, over 18,000 villages across 22 districts in three states Rajasthan, Madhya Pradesh & Uttar Pradesh of India. They are now looking at expansion into new State like Bihar etc.
- Currently they are present in 22 Districts. By 2024, Educate Girls would be expanding to 31 districts cumulative across the four states.
- Since its inception, Educate Girls has enrolled 750,000+ Out-of- school girls (OOSG); 1.3 million children have benefitted from the remedial learning curriculum. Over 11 million total beneficiaries have been impacted by Educate Girls' program model.
- Educate Girls being technology driven, is leveraging advanced analytics to pinpoint the hotspot villages with a higher than normal out-of-school girl populations. This approach enables to reach more out-of-school girls with the same resources, in a timelier manner.
- Between 2019 and 2024, Educate Girls' audacious goal is to solve almost 40% of India's out-of-school girl problem by bringing up to 1.5 million out-of-school girls back to school by 2024.
- Educate Girls aim to establish their presence across 35,000 villages in India's 4 most populous states (Rajasthan, Madhya Pradesh, Uttar Pradesh and Bihar) and benefit 15 million children cumulatively.
- While they have an ambitious growth plan, their main & critical focus is on the people who are their most important asset. Aligning to the 2.0 Strategy, by 2024, their major people goals include:
 - Headcount Increase from 2200 -> 3100
 - Volunteers Increase from 18000 -> 25000
- World's first Development Impact Bond (DIB) in Education was launched by Educate Girls along with their partners.

LEADERSHIP TEAM

- Safeena Husain, Founder and Executive Director
- Maharshi Vaishnav, Chief Operating Officer
- Lisa Rodricks, Vice President – Operations
- Meena Sriramane – Director Purpose & Resource Mobilization
- Santana Khurana, Director – Impact
- Vijaylakshmi Saxena, Director Finance
- Anushree Singh, Head – Human Resources

To know more about the organization please visit their website: Educate Girls' <https://www.educategirls.ngo/>

Designation	Manager / Senior Manager – Organization Effectiveness, Human Resources
Location	Head Office, Mumbai
Employment type	Renewable fixed term contract
Report to	Head HR
Functional reportee(s)	-
Employment level	Middle

Overview of the role:

This role requires to closely work with the Head of HR and the Leadership team to manage human capital, build the culture and bring organization effectiveness that helps to scale operations at Educate Girls

The role incumbent will have overall responsibility for driving and institutionalizing People related best practices in collaboration with regional HR Business Partners and Functional stakeholders. The role incumbent will need to develop deep knowledge of field, core programs, operations and align it to the best contemporary practices in Human Resources Management.

Areas of Responsibility:

1. HR Strategy & Organization Development

- Ideate, research & analyze HR strategies and its execution in alignment with organizational objectives.
- Work closely with HR Head and senior leadership team to identify and analyze HR Needs to create and sustain a high performing learning culture
- Work in consultation with HR Head in implementing organizational improvement initiatives, process excellence and change management strategies where valuing learning, continuous improvement and diversity are the norm.
- Design, execute and run the Culture Framework within the organization

2. Talent Management, Structure and Succession Planning

- Develop, structure and manage EGs approach to talent acquisition, management, succession planning and people development initiatives
- Work with key stakeholders on the design and delivery of appropriate and relevant Personal Development Plans for their staff; to commission and evaluate agreed internally-delivered interventions.
- Develop coaching and mentoring schemes to support staff development and the achievement of Personal Development Plans.
- Structure and coordinate specific performance improvement initiatives.

3. Employer Branding & Communication:

- Work closely with Internal Communications team and improve Employer Branding, HR Brand Consistency and Communication within the organization.

- Work closely with external partners, campus, recruitment & training vendors, etc. to improve Employer Branding outside the organization

4. Management Information/Reporting

- Research and analyze impact of initiatives and present reports as required
- Monthly/Annual HR Analytics.
- Presentations for Board Meetings, New Ideas, etc.
- Reviewing risks and demonstrating a quality focus to generate insights.

Preferred Education Background:

- Post Graduate Degree in Human Resource. It will help to have a background in Psychology and business strategy.

Preferred Work Experience:

- 6-10 years of progressive experience in Business HR/Organization Development and experience in change management will be an advantage.

Preferred Skill Set:

- Strong written and oral communication skills, including presentation skills.
- Excellent influencing and interpersonal skills with people at all levels, internally and externally.
- Effective planning and project management skills
- The ability to engage, conduct diagnosis, analyze findings, generate options and build commitment to solutions.
- Event design and facilitation skills.
- Numeracy and ability to analyze quantitative and qualitative data
- Very well versed with MS Office _ WORD, EXCEL & POWERPOINT, Google Sheets, etc.

Personal qualities

- Affable, Self-motivated, enthusiastic and result-focused.
- Flexible, adaptable and comfortable with ambiguity.
- Creative, innovator and can think out the box.
- Committed to high standards and continuous improvement.
- Ability to move between big picture and detail.

Should be open to travel across rural belts of Rajasthan, MP, UP & Bihar.

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