

Key Position Information:	
Job Title	Block Program Officer
Department	Operations
Position Location	District (Field)
Type of Agreement	Renewable fixed-term contract
Position Reporting	District Program Officer (Direct Reporting)
Position Reportees	Field Coordinator
Position Level	Middle

Educate Girls – An Overview:

Vision- We aim to achieve behavioural, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

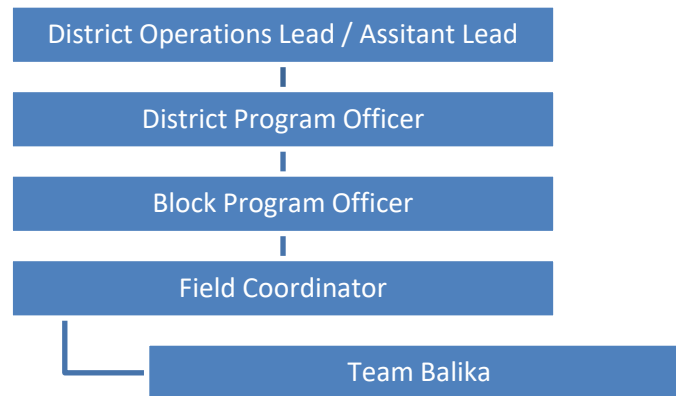
Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol 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.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Position Overview:

The position is responsible for an allocated block (consisting of a cluster of villages targeted for intervention), ensuring end-to-end programmatic and operational support to Field Coordinators and Team Balika (local youth volunteers). The incumbent acts as a bridge between field and district level. The position is responsible for generating awareness and the cause for girl education, mobilizing community members, ensuring enrolment and retention of targeted beneficiaries in the education program and ensuring effective stakeholder management, including government departments and functionaries. The position entails extensive field travel in the project location/s.

Position in the Organogram:



Position Key Responsibilities:

Enrollment & Retention-

- Mainstream out of school girls age 6-14, including drop outs and never enrolled girls through community-based enrolment plans
- Identification of Out of School Girls in every village; conduct survey and consult the Child Tracking Survey by the government
- Conduct home visits, door to door survey to gather information on out of school girls, school facilities, teacher motivation, accessibility of school, community issues
- Organize *Gram Shiksha Sabha*, *Ma Beti Sammelan* and *Mohalla Meeting*- ensuring participation by parents and girl child ; promoting school enrolment process
- Community based micro planning of enrolment activities and for driving enrolment. Conduct monthly meetings with Government to drive enrolment.
- Collect & Maintain details of dropped out or irregularly attending children
- Assessment of girl enrolment at primary and upper primary level
- Formation /orientation/ meetings of School Management Committee (SMCs).
- Preparation & follow-up of School Improvement Programs (SIPs).
- Identify the hotspots with low retention rates & intensify community mobilisation efforts

Learning & Training-

- Conducting baseline assessment and endline assessments
- Deliver the full GKP curriculum and plan for each session. Conduct rapid assessments and course correct when feedback received.
- TB Handholding for TB GKP schools
- Build awareness, buy-in and support of parents and teachers
- Attending and coordinating all training workshops such as Community mobilization training , Enrolment Training, SMC Training, Bal Sabha/Life Skills training, GKP training

- Ensuring all Field Coordinators and Team Balika from the Block undergo regular training
 - Take lead and Facilitate formation of Bal Sabha; deliver the life skills program.
 - Stakeholder Management & Liaison-
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- Active engagement with local functionaries at village & block level
 - Interaction and progress brief to Govt. Officials on Monthly,Quarterly,Half Yearly & Annual basis
 - Formulate andconduct SMC meetings and School improvement plans and approval of plans
 - To be in regular contact with SMC members, Head Master and Village *Sarpanch*
 - Team Balika recruiting, engagement, handholding and monitoring
 - Orientation on Volunteer Engagement
 - Donor engagement and visits

Reporting, Documentation& Administration –

- Ensuring documentation of all activities on regular basis
- Update regular reports (on a daily basis)
- Fortnightly and monthly meetings with Field Coordinators and District Program Manager
- Report through tell calling/ PMS/ Spine
- Master Data Finalization
- Budget utilization; variance tracking
- Risk mitigation & conflict management

Desired Incumbent Profile:

Personality: Tech-Savvy, Self-driven, result-oriented with a positive outlook. Must have clear focus on high quality output. Empathic communicator, ability to see things from the other person's point of view. Sufficiently mobile and flexible for frequent travel. Ability to get along with variety of individuals and a team-player.

Work Life Balance: Must be mature and domestically secure. Able to work extended hours on occasions when required.

Technology skills: Must be adept in use of MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, Internet and email. Open for learning and adapting to new technologies being introduced in the organization.

Specific Job Skills & Values:

- Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Working effectively and inclusively with a range of people both within and outside of the organization
- Empathy

Preferred Education Background:

- Masters in Social work/Diploma in Social Work
- Fluent in Hindi and local dialect and basic knowledge of English

Preferred Work Experience:

- A minimum experience of 2 years as social worker.

Desired 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	