

JOB DESCRIPTION –NATIONAL PROGRAMMES ASSOCIATE -NEW DELHI

Basic information	
Job title	National Programmes Associate
Location	New Delhi, India
Reports to (Job Title)	National General Secretary through the National Programmes Manager
Starting Date	As soon as possible
Salary	Competitive salary commensurate with experience
Application closing date:	Midnight 25 March 2023
Application to be sent to	careers@ywcaindia.org
About YWCA of India	
<p>The YWCA of India with 85 local associations and membership of 10,000 women is part of World YWCA, a global movement of 25 million women and girls in 125 countries. Being a pioneer women's movement in India since 1896, it advocates for women's rights, works towards their development, promotes and sustains women's leadership for justice, peace, health, human dignity, freedom and care for the environment. YWCA champions Young Women Transformational Leadership initiatives to influence policies, regulations and social norms.</p> <p>The YWCA is dedicated to gender equality and the empowerment of women and it has a long history of service, advocacy with examples of women and girls working together across the boundaries of race, religion, caste, economic status and political preferences.</p> <p>It also works for the survival, protection and participation of children of all ages through early childhood care, education programmes and advocacy for their rights.</p>	
Job Summary:	
<p>We are seeking a skilled and experienced National Programmes Associate to lead and support in the planning, coordination, and implementation of our programmes at the national level. The successful candidate will be responsible for ensuring that new projects are launched, programmes are implemented effectively efficiently, and in accordance with our mission and quadrennium themes.</p> <p>The ideal candidate will have a proven track record in programme management and a deep understanding of the NGO sector.</p>	

Roles and responsibilities

- **Programme Management:**
 - The National Programme associate shall lead in training and facilitation on various topics with grassroot level communities and social workers.
 - Contributing to proposal development and innovation on new programme designs.
 - Daily programme management throughout the program life cycle, involving in strategic planning with community engagement Theory of Change, annual planning process, annual work plan and project planning processes.
 - Assist the National Programmes Manager for reporting and timely submission of donor reports.
 - Coordinate with the RiseUp! Team to implement similar models in local associations.
 - Support the team in identifying suitable areas for intervention, carrying out research and making recommendations for project responses. Liaison and collaboration with other INGOs and potential partners.
 - Assist the National Programmes Manager to publish.
 - Support the Programme Manager and the NGS in the development and production of new concepts and proposals. Develop, in consultation with the other senior field managers, an implementation strategy which is appropriate to the country context and strategy.

- **Communication and Social Media Outreach:**
 - Handles the social media pages, creates posts and relevant infographics.
 - Respond to queries and correspondence dealing with ongoing programs, activities and partnerships, including maintaining intelligence of all activities in the local associations.
 - Ensure to have consistent engagement with the stakeholders, communities and local associations.
 - Communicate progress, challenges, and lessons learned related to program deliverables with members of theYWCA team on a regular basis.
 - Regular updation of the programmes, events and updates on social media forums such as facebook, instagram, twitter etc.

- **Coordination and Planning:**
 - Assist in coordination and logistics of committee meetings, events, seminars, workshops and online events in consultation with the Programmes Manager.

- **Operational and Budgeting roles:**
 - Yearly plan for budget for community outreach teams
 - Quarterly and monthly keep track of spendings to control

underspending and overspending

- Plan to use budget effectively and understand donor compliance
 - Assist the admin department in implementation of policies and statutory rules.
 - Ensure weekly and monthly reports from the Community Development Projects under the National.
 - Taking a lead in a team meeting on a weekly basis and maintaining regular communication directly to the National General Secretary along with the Programme Manager and RiseUp! Team.
- **Advocacy** : Organise conferences, seminars etc in consultation with the Programmes Manager, develop concept notes for representing YWCA in the district/state/ national level policy forums, participate and liaison with partners on policies.
 - **Fundraising:**
 - Assist the Programmes Manager in preparing proposals to ensure resource mobilisation from the donors (institutional, UN, Government schemes and from CSR Fundings) .
 - Support the development of grantmaking processes and tools, ensuring that they are accessible to community-based organisations.

Education Qualification/Required Skills & Experience

- Bachelor's or equivalent degree with 5+ years of experience. Master's or equivalent degree in social work, gender studies, development studies is preferred.
- Demonstrated ability to effectively mentor/train field coordinators.
- Excellent oral and written communication skills in English and Hindi.
- Excellent organisation skills and attention to detail, deadlines and policy compliance.
- Knowledge of budgeting, financial analysis and synthesis would be an additional
- Demonstrates expert knowledge of, and ability to work across softwares such as Access, Excel, Canva,Photoshop and other web-based software applications. Basic SharePoint site administration skills, including metadata tagging, document view creation, archiving, and creating and maintaining confidential files are preferred.
- Demonstrates effectiveness influencing individuals and teams without explicit authority.
- Knowledge of and ability to work with groups from a vulnerable population, including women and children.
- Experience with training/facilitating workshops is an asset
- Online meetings, including those conducted through Google Meet and Zoom, are essential.

DISCLAIMER*

The above information on this description has been designed to indicate the general nature and level of work performed by officers within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.