

Basic information	
Job title	National Programmes Manager
Location	New Delhi, India
Reports to (Job Title)	National General Secretary
Qualification	Advanced Degree/ Master's or equivalent Post graduation degree in social work, gender studies, development studies, social sciences or other relevant fields preferred.
Experience Required	Minimum 7 years of relevant work experience, preferably in National NGOs.
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.</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:	

We are seeking a skilled and experienced National Programmes Officer to lead the planning, coordination, and implementation of our programmes at the national level which shall range across health care, media, women and child rights, human rights, peacebuilding, displacement, food sovereignty, economic justice, and control over natural resources.

The National Programme Manager shall head the programme department of YWCA of India and will lead the programmatic aspects of the National Office. They will act as the bridge between the National and the Local associations of YWCA.

This position also entails supporting organisational strengthening with counterpart organisations, relationship-building with stakeholders, policy development and advocacy and networking with national and international NGOs. They shall also lead and work towards successful Fundraising for projects. 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.

Roles and responsibilities

- **Strategy Development:** Devise policy proposals and Lead the strategic direction of the organisation's programmes through liaison and collaboration with the National General Secretary and the Board of Management, in order to achieve the organisation's mission and in keeping with the organisation's values.
- **Monitoring Evaluation and Learning:** Implement a robust monitoring, evaluation and learning system that enables the organisation to keep track of its strategic direction and understand the nature of its impact in line with the feminist methodology directed by the World YWCA.
- **Programme Management:**
 - The Programme manager, assisted by the team, will pay special attention to ensuring that there is cross-programme engagement and overall coherence among the different programmes in the local associations.
 - They shall ensure that team members and community development project team conceptualise and implement programmes within the overarching framework of YWCA's Quadrennium strategy and values.
- **Capacity Building :** Assist in the development and facilitation of a learning community/network of implementing organisations/partners, and their outreach and advocacy.

- **Team Management:**
 - Manage a small team of people working on community development projects, implementation of programmes, social media administration.
 - This includes setting team goals, managing team performance, and providing mentorship and guidance to team members.
 - Shall also mentor, guide and lead the RiseUp! Phase IV team towards their set goals and priorities.

- **Finance and Fundraising:**
 - Develop and implement partnership, grant, and fundraising strategies, plans, and actions to achieve annual financial goals. Identify, prioritise, cultivate relationships with, and solicit funds from potential donors. This also includes their final responsibility for ensuring that grants are utilised for approved activities and that donor reporting is timely and accurate.
 - In collaboration with the accounts and admin teams, and with due approval and consultation from the National General Secretary, they shall ensure that YWCA India financial policies are met and all statutory requirements are in line with the organisation's mandate, strategy and values.
 - In consultation with the accounts and admin Managers, they are responsible for drafting the annual budget for the organisation, within the overall strategic resource allocation which will be implemented on approval from the Board.

- **Organisational Governance :**
 - Monitor program performance against objectives and submit reports to the reporting Officer.
 - Assist in coordination of events and conducting the Board meetings, committee meetings etc.
 - They shall be responsible to ensure that policies, good practices are followed.
 - Provide research, M&E and other support as required and requested.
 - Provide logistical support for National representatives and other donors to visit the projects and sites.

- **Communication Strategy:** Develop communications strategies in line with the themes and implement high-quality, communication activities that are executed to a standard of excellence and are accurate, engaging, properly positioned and easy to understand. Manage the YWCA social media accounts and branding. Develop and manage various events to build brand awareness

- **Media Outreach :** Develop and maintain relationships with journalists and media outlets (print, TV, radio, web etc.) managing YWCA's presence on different media platforms (print, broadcast and digital).

- **Content Development and Publications** : Draft policy memos, strategy documents, and communications materials such as op-eds, communications plans, .E publications and statements for media on a range of issues. Must be able to write cleanly, and analyse and distil complex topics.

Education Qualification/Required Skills & Experience

- Advanced Degree/ Master's or equivalent Post graduation degree in social work, gender studies, development studies, social sciences or other relevant fields preferred.
- Minimum 7 years of relevant work experience, preferably in National NGOs.
- Demonstrated ability to effectively mentor/train more junior Program Coordinators.
- Excellent oral and written communication skills in English and Hindi.
- Excellent organisation skills and attention to detail, deadlines and policy compliance.
- Administrative and organisational skills, including the ability to juggle a diversity of tasks and themes within shifting, and sometimes overlapping time frames. Knowledge of budgeting, financial analysis and synthesis.
- Very good written skills, attention to detail.
- Demonstrated initiative; experience going above and beyond, achievement despite obstacles, and/or finding a creative solution to a challenge
- 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.

The following experiences and qualities are extremely valuable assets:

- Advanced financial management skills/experience, including developing, managing, and reporting on large and complicated budgets.
- Skills/experience in fundraising, communications, and public engagement
- Experience of running organisations/programmes/projects with multiple stakeholders and with oversight of both operational and financial aspects
- Experience and involvement with the women's rights movement in India.

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.

