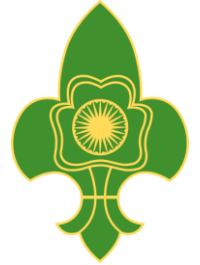


Job Description



Title:	Project Coordinator (WAGGGS Initiatives)
Responsible to:	Director through Joint Director (Guides)
Location	New Delhi , India
Key Working	
Relationships:	Volunteer committees, Programme team colleagues and senior leaders of The Bharat Scouts and Guides (BSG)

This is a fixed term contract role up to the end of July 2021 (may be renewed)

Job Purpose:

This role will lead on the development and delivery of the various WAGGGS initiatives that BSG has adopted and adapt to programme in Indian context and needs of the members of BSG.

The role involves working closely with BSG national leaders, local leaders, Girl Guides and WAGGGS programme staff.

Key Responsibilities:

1. Develop a project plan and manage the implementation of various WAGGGS Programme in India within agreed outcomes including, timescales, budget and quality parameters.
2. Assess and actively manage programme risks in country, issues and dependencies using appropriate project management techniques. Use critical and creative thinking to troubleshoot and design appropriate solutions.
3. Undertake the day to day budget management of the project ensuring regular reporting and address any issues in conjunction with the Joint director Guides in a timely manner.
4. Engage directly with, and provide support to the volunteers and staff to ensure the programme is delivered with positive agreed experiences for individuals involved.
5. Establish and maintain relationships as the BSG representative and key stakeholders (NGO's, Government, decision makers, local Nutrition International representatives etc.) in India, to support programme outcomes and advocacy goals.
6. Conduct research and compile data to help inform the content and methodology of the programme (advocacy, curriculum and community mobilisation components) feeding into regular reports to WAGGGS and external evaluators.
7. Oversee the training of trainers to ensure the effective roll out of the Programme.
8. Provide support to the establishment of women and girl-led community action groups.
9. Manage the selection process, organise and facilitate training and coaching sessions for Girl Guides to attend global events.
10. Undertake occasional translation and interpretation when necessary.
11. Organize events and visits to states if needed to achieve the goals set under various projects.
12. Be responsible for making printed material/ toolkit available for the members and its translation in regional languages if required.
13. Be responsible and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within the Personal Development Plan agreed with the line manager.

Job Description



14. Any other job as may be allotted by the competent authority

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.



Job Description

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> • Graduation in any field • Assistant Leader trainer from any section of Guides. • Age 18 -35 years 	<ul style="list-style-type: none"> • Project qualification or qualification by skills/experience • Qualification in handling projects.
Experience:	<ul style="list-style-type: none"> • Experience of managing projects delivered in scope, on time and within budget • Experience working with Guide section. • Experience of working with volunteers • Experience working with communities in action projects 	<ul style="list-style-type: none"> • Experience in educational programmes • Experience in the charitable/not-for-profit sector • Experience working in a youth organisation
Skills and Knowledge:	<ul style="list-style-type: none"> • Able to manage varied and complex projects, resolving conflicting priorities. • Excellent verbal communication skills including presentation skills. • Excellent MS Office skills • A track record of problem solving • Knowledge of effective youth participation approaches 	<ul style="list-style-type: none"> • Ability to build and maintain relationships with third parties • Able to communicate effectively in writing with all stakeholders – reports, support materials, correspondence
Personal Qualities:	<ul style="list-style-type: none"> • Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect • Excellent attention to detail • Able to work on own initiative • Able to work in a fast changing environment • Able to multitask with the ability to focus on details • Able to deliver against tight deadlines. 	<ul style="list-style-type: none"> • Demonstrable commitment to working in partnership with volunteer leaders and girls to ensure programme is locally-led • Creative approach to work • Able to negotiate/influence for change



Job Description

Other Requirements:	<ul style="list-style-type: none">• Fluent in spoken and written English• Fluent in spoken and written Hindi• Occasional work outside regular office hours• Able to travel internationally and within country	<ul style="list-style-type: none">• Experience working remotely/in a dispersed team• Experience of remote management
Working for BSG:	<ul style="list-style-type: none">• Able to demonstrate a commitment to and be a role model for BSG' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional• A passion and commitment for issues affecting girls and young women on a global and National level, and demonstrable ability to engage with girls and young women, either through a professional or personal background	