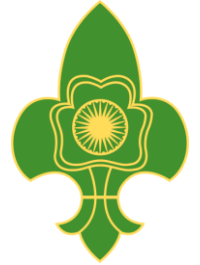


# Job Description



**Title:** State Co-ordinator (UPS Project)  
**Responsible to:** Joint Director (Guides) through Project manager.  
**Location** Individual home state  
**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 March 2022**

## About the UPS project:

The Project (UPS) United Parcel Services would have 03 elements in the outreaching goal “BSG is a more inclusive organization that is engaging underrepresented groups and creating a space for girl to raise their voice and take action on issues affecting their lives and their communities” the 3E’s are Equity, Engagement and Empowerment.

## Job Purpose:

This role will lead on the development and delivery of the UPS project that BSG has adopted and adapt to programme in Indian context and needs of the members of BSG. The role involves working closely with project manager, BSG national leaders, local leaders, Girl Guides and programme staff.

## Key Responsibilities:

1. Create and aggressively implement a Ranger engagement and development strategy and plan; develop and manage budget and resources according to plan.
2. Develop customized membership solutions that engage and increase participation
3. Directs the development, coordination, and management of membership and unit projects, programs and activities and provides leadership and direction for membership growth and unit effectiveness.
4. Develops data-driven strategies to grow membership; collects and analyzes data from a variety of sources to develop member-focused data-driven strategies to strengthen membership and affiliates; directs membership retention/recruitment acquisitions efforts, on a timely basis.
5. Develop a project plan and manage the implementation of various UPS project Programme in their state within agreed outcomes including, timescales, budget and quality parameters.
6. Use critical and creative thinking to troubleshoot and design appropriate solutions.
7. In conjunction with UPS project manager develop and implement a state campaign within agreed outcomes.
8. Support BSG to implement community action activities like Upa Rashtrapati Puraskar competition of the UPS Project.
9. Undertake the day to day budget management of the project ensuring regular reporting and address any issues in conjunction with the Project manager in a timely manner.
10. Engage directly with, and provide support to the volunteers and staff to ensure the programme is delivered with positive agreed experiences for individuals involved.

# Job Description



11. In partnership with the Joint Director Guides seek to build the capacity of the Guides in line with the BSG strategic plan
12. Organize events and visits to district if needed to achieve the goals set under the projects.
13. Be responsible for 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.

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:
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Graduate in any field</li> <li>• Member from any section of Guides.</li> <li>• Age 18 -35 years</li> </ul>	<ul style="list-style-type: none"> <li>• Project qualification or qualification by skills/experience</li> <li>• Qualification in handling projects.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of managing projects delivered in scope, on time and within budget</li> <li>• Experience working with Guide section.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in educational programmes</li> <li>• Experience of working with volunteers</li> <li>• Experience working with communities in action projects</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills including presentation skills.</li> <li>• Excellent MS Office skills</li> <li>• A track record of problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Able to manage varied and complex projects, resolving conflicting priorities.</li> <li>• Knowledge of effective youth participation approaches</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Able to work on own initiative</li> <li>• Able to deliver against tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach to work</li> <li>• Able to multitask with the ability to focus on details</li> <li>• Able to work in a fast changing environment</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English</li> <li>• Fluent in spoken and written Hindi or local regional language</li> <li>• Able to travel within country</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working remotely/in a dispersed team</li> <li>• Occasional work outside regular office hours</li> </ul>



## Job Description

<b>Working for BSG:</b>	<ul style="list-style-type: none"><li>• Able to demonstrate a commitment to and be a role model for BSG' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional</li><li>• 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</li></ul>	
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