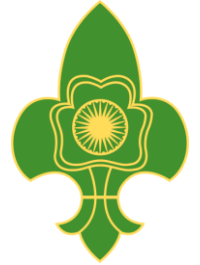


Job Description



Title: Project Manager - (UPS Project)

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), Global Programmes Manager (WAGGGS), U-report Advocacy Manager (WAGGGS)

This is a fixed term contract role up to the end of June 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 it to the 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 the UPS Programme in India within agreed outcomes including, timescales, budget and quality parameters.
2. Develop data-driven strategies to grow membership; collect and analyze data from a variety of sources to develop member-focused data-driven strategies to strengthen membership and affiliates; direct membership retention/recruitment acquisitions efforts, on a timely basis.
3. 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.
4. In conjunction with the U-report Advocacy Manager (WAGGGS) and BSG develop and implement a national campaign within agreed outcomes.
5. Support BSG to implement community action activities of the UPS Project Programme.
6. Support State coordinators to set up new units and recruit leaders and members
7. Develop and organise online training for new leaders
8. Support U-report (UNICEF) youth working group to recruit 100,000 young women to U-report platform
9. Organise national and regional level workshops along with Generational Unlimited (UNICEF) to engage members in advocacy (My Rights and Me)
10. 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.
11. Engage directly with, and provide support to the volunteers and staff to ensure the programme is delivered with positive agreed experiences for individuals involved.
12. Facilitate the recruitment and ongoing management of UPS state coordinators, co-creation groups, ensuring that they are inducted, trained and supervised. These groups will inform, support and feed into the programme development, ensuring effective girl participation takes place within an efficient, effective and quality framework.
13. Establish and maintain relationships as the BSG representative with key stakeholders such as Unicef in India, to support programme outcomes



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14. Oversee the training of trainers to ensure the effective roll out of the Programme.
15. Manage the selection process, organise and facilitate training and coaching sessions for Girl Guides to attend global events.
16. Develop a deep understanding of BSG and WAGGGS. Use this knowledge to adapt and target programme development and delivery to meet the needs and opportunities in the WAGGGS' Organisational Capacity Building Framework and the Sustainable Development Goals Framework.
17. In partnership with the Joint Director Guides seek to build the capacity of the Guides in line with the BSG strategic plan
18. Organize events and visits to states if needed to achieve the goals set under various projects.
19. Be responsible for making printed material/ toolkit available for the members and undertake occasional translation and interpretation when necessary.
20. 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.

Competencies: To perform the job successfully, an individual should demonstrate the following.

1. **Leadership** – Exhibits confidence in self and others; inspires respect and trust; motivates others to perform well; reacts well under pressure; shows courage to take action.
2. **Strategic Thinking** – Adapts strategy to changing conditions; analyzes market and competition; develops strategies to achieve organizational goals; identifies external opportunities; understands organizations strengths and weaknesses.
3. **Project Management** – Communicates changes and progress; completes projects on time and within budget; coordinates projects; develops project plans; manages project team activities.
4. **Communications** - Exhibits good listening and comprehension. Express ideas and thoughts in written and verbal form. Keeps others adequately informed. Selects and uses appropriate communication methods.
5. **Planning & Organization** - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.
6. **Customer Service** - Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments in timely manner. Responds promptly to girls need. Solicits customer feedback to improve service.
7. **Quality** - Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear quality requirements. Solicits and applies feedback.

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"> • MBA in Project management • Member 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
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



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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	
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