

Job Description - Program Manager Fellowship

The Organization Fellowship aims to create young changemakers in education.

Integrating whole school transformation is at the heart of the Organization Fellowship. Fellows assist teachers, school officials, and parents in supporting the holistic development of children.

In the next decade, we aim to impact the lives of one million children through the Organization Fellowship.

The person will be responsible for a cluster of fellows and their schools.

Roles & Responsibilities of Programme Manager:

- Coach Fellows to achieve whole-school outcomes, such as student learning, teacher, and school leader development.
- Empower Fellows by developing their skills and competencies through regular learning and development spaces
- Build partnerships with stakeholders including the school management, the government and donors to ensure the long-term sustainability of our efforts
- Contribute to broader fellowship priorities such as fellow recruitment and selection, strategy, donor reporting and expansion

Preferred Education Qualification / Experience:

- Experience of managing people / projects
- Teaching and/or content creation experience is desirable
- Any Graduate, post-graduate or fellowship
- Experience in managing/designing a fellowship would be an advantage

Knowledge, Skills and Abilities:

- Prior experience teaching in a formal classroom & an ability to coach people to be exceptional teachers
- Ability to design and drive outcome-oriented plans through the team's collective effort
- Ability to design and facilitate adult learning spaces
- Ability to gather and analyse data to inform decisions

- A good understanding of the education ecosystem including policies, curriculum frameworks and functioning of school systems.
- Good written and verbal communication skills in English (and Tamil would be an advantage)
- Good computer knowledge and MS Office skills.
- Emotional maturity to work with the perspectives and needs of diverse team members
- Highly resourceful team-player, who is also self-driven.
- Forward looking thinker, who actively seeks opportunities and proposes solutions

Other Information:

- Scope: Full time
- Designation: Assistant Programme Manager to Programme Manager, based on the candidate's profile
- Reporting to: Associate Director, Organization Fellowship
- Remuneration: Rs.6-9 LPA, negotiable based on the candidate's profile
- Expected Joining Date: Immediate
- Location: Coimbatore (1), experience in STEM and middle school.
- Minimum commitment: Three years

Please share your resume at: contact@pmspl.net.in