



Role: Program Manager

Location: Jaipur & Delhi

About Magic Bus

Founded in 1999, Magic Bus works with children and young people living in poverty, in India, taking them from a childhood full of challenges to a life with meaningful livelihoods. We equip children and young people in the age group of 12 to 18, with the skills and knowledge they need to grow up and move out of poverty. Children on the Magic Bus program successfully fend off destabilizers such as child marriage and child labor to complete school and become first generation salary earners having secure careers in the organized sector.

Our youth-centered Livelihoods Program connects the aspirations and potential of young people to available market opportunities. We build their employability skills and map job potential based on individual strengths and mobility. We work with support structures like parents, teachers, the community at large and local government institutions to ensure social, emotional and economic well-being for all young people living in that area. Our approach mobilizes the entire ecosystem available to the child or young person to create transformational change in their lives.

We operate in cities, towns and villages in 23 states including our regional Head Quarters based in Maharashtra, Andhra Pradesh, West Bengal, Delhi and Karnataka. Magic Bus also has its global fund raising offices in UK, US, Germany and Singapore. Magic Bus offers a dynamic work environment for committed professionals interested in learning and growing with the organization. Get a real view of life at Magic Bus. Check out our website <http://www.magicbus.org/>

Role:

- Lead the delivery of the Magic Bus Livelihood connect with work programme at district level ensuring youth & out of work Adults engaged with the employment exchange and are successfully placed in work or training.
- Manage a team of Help desk executives, Community engagement Officers, Employer and Placement Officers who will deliver high quality interventions from mobilization through to successful placement and transition support ensuring a sharp focus on outcomes.
- Manage partnerships at District level and contribute to strategic partnerships management at Regional and national levels.

Specific Responsibilities:

- Manage Magic Bus resources (budgets & Office), staff and local partners to ensure the full offer of Urban Rapid Recovery programme is available to youth & out of work Adults in the district.

- Lead a team of staff at district level and manage all aspects of their performance.
- Lead critical project activities like Scoping study, Households mapping, Stakeholders mapping, etc.
- Achieve targets at each stage of intervention including mobilisation, boarding of youth & adults and employers, counselling and placement in work
- Support staff to do effective mobilisation of youth & adults, counselling, identification of their strengths & limitations, training and life skills needs and overall targets for the programme.
- Provide high quality career counseling and impartial Information, Advice and Guidance that empowers youth & out of work adults to make positive choices about potential careers.
- Oversee district level community need assessments and mapping exercises of other stakeholders in the local areas (government / NGO/ private and corporate foundations).
- Ensure district level staff record interventions and activities with youth & adults effectively and data is reported and analysed to improve the quality of work on ground
- Identify and respond to risks that could lead to youth & adults dropping out of the programme.
- Work with employers to ensure adequate placement opportunities exist at a local level for youth & adults registered in the programme.
- Documenting the best practices, Narrative reports, Case studies, and provide any other relevant update pertaining to the project.
- Work with colleagues in the Livelihood Programme teams at regional level to continuously improve the quality of Magic Bus Livelihood (employment exchange and training) and ensure our work is always safe and enjoyable.

Reporting to: Regional Livelihood Head- North Region (Livelihood)
Regional Director-North

Staff Reporting: Help Desk executive, Community engagement Officer and Placement Officer & Life skill Educators

Desired Competencies:

- Strong operational and team management skills that can be tailored to lead Magic Bus staff, on-ground partners, employers and local agencies.
- Excellent organisational, planning and time management skills.
- Strong financial management skills including managing budgets and using staff and centre resources flexibly to meet need.
- Sharp focus on outcomes and how to shape interventions to achieve the maximum impact with youth on the programme.
- Build positive relationships with youth and motivate individuals to achieve defined targets of taking up work or further education.
- Able to undertake need assessments with youth that sensitively identify youth's personal strengths and limitations.
- Can implement new processes and ways of working across an operational staff team.
- Can-do attitude and willingness to use own initiative to solve ground level problems
- Willingness to work evenings and weekends occasionally as required by programme.

Qualification and Experience (essential unless otherwise stated):

- Relevant degree or similar professional qualification from a reputed institution. (Graduation is minimum qualification)
- Experience of working with and achieving positive outcomes for disadvantaged youth , out of work adults and education intervention
- Minimum 05 years of experience with 02 years managerial experience of frontline staff delivering

interventions to youth and

- Exposure to Govt. departments and their way of functioning (desirable)
- Experience of handling Budget and doing financial and resource planning at local level.
- Direct experience of career counselling and providing Information, Advice and Guidance to youth across a range of issues and education intervention.
- Experience of need assessment and/or creating personal plans and targets with youth.
- Experience of either employability skills, job placement, Livelihood Programme or vocational training programmes either directly or indirectly
- Experience of reviewing progress against individual's performance targets
- Experience of engaging with wider stakeholders in disadvantaged communities including parents, schools, colleges, panchayats, community leaders, civil society organizations, etc.
- Experience of providing guidance and support to young people on a range of development issues including career or education choices.
- Experience of working with Partners and being accountable for youth placements

Location: Jaipur & Delhi

Apply now: bishwajeet.mishra@magicbusindia.org