	<b>Anahata UNITED EFFORTS Foundation</b>	<b>Date of Issue:</b>	<b>08-02-2023</b>
	<b>Document Name: Job Description</b>	<b>Document Ver. #</b>	<b>V.01</b>
	<b>Document Owner: HR Department</b>	<b>Revision</b>	<b>--</b>

### JOB DESCRIPTION

<b>Position</b>	Content and Impact Director	<b>Location</b>	Bangalore
<b>Reports to</b>	CEO	<b>Category</b>	Permanent
<b>Direct Reports</b>	--	<b>Grade / Level</b>	NA
<b>Our Vision</b>	<ul style="list-style-type: none"> <li>Empower Government High School Children to make informed Work and Career decisions.</li> </ul>		
<b>Our Mission</b>	<ul style="list-style-type: none"> <li>Anahata United Efforts is on a mission to empower Government High School students to understand, explore and make informed work and career decisions.</li> <li>We enable students to leverage their education, analyse their interest and abilities, identify opportunities, and build a strong professional future.</li> </ul>		

#### About Anahata UNITED EFFORTS Foundation

Anahata UNITED EFFORTS Foundation is an NGO in India headquartered in Bengaluru. Started in 2018, Anahata United Efforts Foundation is a Section 8 non-profit organization. Our Organisation strives to empower Government High School children to make informed work and career decisions. At United Efforts we follow a methodical **3 PHASE APPROACH** to aid children and assist them to identify interest areas and harvest their potential no matter what their background is.

Most of our young students lack exposure to the world of work. They are unable to understand the link between education and profession. “Why should I be good in Math to take up a job in IT industry?”, “How can my creativity help me get a job in the media industry?”, “How do I know if I will fit into the armed forces?”...questions like these trouble them and demotivate them and they don’t know whom to turn to. Answering these questions is our first step. The answers broaden their work and give them **industry exposure**. They can then see the link between their education and profession.

Our role does not end there. We acknowledge that they could face many hurdles on their quest. We work to **building agency** in our students to face their problems successfully and achieve their goal. Our partnership with the Karnataka State Government, along with the persistent support from corporates, individual donors, and well-wishers have helped us achieving our vision.

Let’s **Unite Efforts** and work towards an **Equitable Future!**


#### Role Description

**Content & Impact Director will be responsible for:**

- **Core Activities**
- **Support Activities**

**Responsibility under Core Activities are as follows:**

- Study the uptake of EWS high school students and understand the impact the content is having on the students and their path ahead
- Suitably improve and build Career Planning Curriculum and its various components (soft content, workbooks, videos, self-learning modules, Commons platform)


	<b>Anahata UNITED EFFORTS Foundation</b>	<b>Date of Issue:</b>	<b>08-02-2023</b>
	<b>Document Name: Job Description</b>	<b>Document Ver. #</b>	<b>V.01</b>
	<b>Document Owner: HR Department</b>	<b>Revision</b>	<b>--</b>

- Develop extensions of the product to suit selected age group and increase reach and ease of access
- Understand the needs of students of different states and suitably customize
- Conduct impact studies for different components across diverse age groups
- Support the training team to effectively deliver the intent of the content impactfully
- Measure impact on students and identify gaps for effectively achieving the key outcome
- Plug the gaps by improving curriculum and training and arrive at optimal solution for Career Planning Curriculum
- Develop the online platform and analyze data for impact.


**Also**

- Knowledge management
- Vendor development and management
- Project management
- Managing budgets
- Hiring and team management

Area of Responsibility	Key Roles and Responsibilities
Understand Issues in achieving S2P outcome across different interventions	Study the impact on beneficiaries/students (action lab and partner programs) and their ecosystem by  Undertaking <ul style="list-style-type: none"> <li>- field level surveys</li> <li>- interviews</li> <li>- Focused Group Discussions (FGDs)</li> <li>- Classroom observation</li> </ul> with students and their eco system and conduct impact assessment for the curriculum being implemented
Finalize Impact Framework from the changes being recommended from the Impact assessment	Conduct an all hands in brainstorm session with program team, partnerships team to present and arrive at the improved impact framework  Finalize content format (soft, hard copies, videos, self-learning, webinars, quizzes, stories, for tablets, for mobile phone WhatsApp etc.)
Brainstorm & Research to develop of curriculum framework in line with the Impact framework	Research and arrive at the optimum possible interventions to address the issues in achieving key outcome and framework arrived at.  Brainstorm with Content team and arrive at curriculum road map
Development of content in line with curriculum through Research & Industry interactions	Develop content in line with the curriculum planned  Training methodology and aids developed for the content  Facilitator (in case content requires facilitator and is not self-learning) support material developed for the content

	<b>Anahata UNITED EFFORTS Foundation</b>	<b>Date of Issue:</b>	<b>08-02-2023</b>
	<b>Document Name: Job Description</b>	<b>Document Ver. #</b>	<b>V.01</b>
	<b>Document Owner: HR Department</b>	<b>Revision</b>	<b>--</b>

Pilot testing of content	Test and update content & training methodology based on pilot test
Training: Implementation of Training calendar & Plan	<p>Baseline - conduct a baseline (not necessarily written) before the training</p> <p>Innovative - Ensure innovative methods are used to ensure internalization of content.</p> <p>Interesting - Make the training interactive and interesting</p> <p>Endline - Conduct endline for training to understand how impactful the training was</p> <p>Feedback - Incorporate learnings from endline and feedback of facilitators and others to improve training methodology</p> <p>Train volunteers to implement the program as appropriate</p>
Knowledge management	<p>Manage centralized repository of all content with multiple backups securely</p> <p>Own the source files and manage versions of the content in the repository</p>
Vendor development & management	Liaise with vendors for content related activities such as localization, translation, designing
Managing budgets	Effective utilization of budgets
Program Management	Prioritize and ensure timely completion of various projects (partner programs, action lab programs, discover, support, online solutioning)
Analyze and manage for impact through Commons Platform management	<p>Update and maintain the assessments in common platform for the content in line with the program implementation</p> <p>Analyse reports for ensuring key outcome</p> <p>Correspond with Commons Platform team to manage bugs and plan enhancements</p>
Hiring and team management	<p>Hire team members in line with the mission of the organization</p> <p>Guide, groom and evaluate their performance</p> <p>Develop a culture of people first and impact in your team members</p> <p>Identify training and human resource development plan for team members for overall development of the team member</p>

	<b>Anahata UNITED EFFORTS Foundation</b>	<b>Date of Issue:</b>	<b>08-02-2023</b>
	<b>Document Name: Job Description</b>	<b>Document Ver. #</b>	<b>V.01</b>
	<b>Document Owner: HR Department</b>	<b>Revision</b>	<b>--</b>

### Key Requirements - Educational Qualification & Experience

- Any Graduation with Post-Graduation in Education / Social Work / Management.
- 10+ years of post-qualification in content development and management
- Invested in the cause of students and their future
- Analytical, perceptive and ready to learn-unlearn and contribute
- Excellent verbal and written communication skills

### Key Requirements - Skills and Competencies

- Demonstrated result orientation and drive to achieve challenges
- Willingness to travel to schools in jurisdiction
- Is open to feedback and solely invested in developing high quality content
- Strong relationship management skills, with a demonstrated ability to liaise with all levels of internal and external stakeholders.
- Demonstrated positive experience working in a similar role
- Proven Problem-solving abilities, Interpersonal skills
- Knowledge and experience of NGO / Social / Developmental sector
- Excellent collaboration and creativity skills
- Ability to set high goals for personal accomplishment
- Ability to collaborate
- Proven capabilities of data collation, data reporting and analysis
- Excellent Microsoft Office Skills - Word, PowerPoint, Excel, Outlook etc.