

<b>Job Title</b>	Project Head	<b>Salary Range</b>	INR 40,000/- month
<b>Location</b>	Delhi with frequent travels to LIFI work locations	<b>Position Type</b>	Full Time
<b>No. of Position</b>	1	<b>Reporting to</b>	Director - Programs and Partnerships
<b>Travel Required</b>	Yes	<b>Job Category</b>	Mid Level

## About LIFI

Learning Initiatives for India (LIFI) is on a mission to create a sustainable ecosystem for children who have been excluded from the school system. Our vision is simple yet profound: पढ़ेगा हर बच्चा, बढ़ेगा हर बच्चा (Every child thrives): Access, Learn, Retain, Educate!

Through the Leadership and Development in Urban & Rural India Fellowship (LeAD UR India Fellowship), we empower Community Teacher Leaders (CTLs) to transform the lives of these children by connecting them to formal education, vocational training, or open schools. Together, we're reimagining learning for every child in India.

## What We Need From You

We're looking for an energetic, organized, and mission-driven **Project Head** who will be the operational backbone of our field programs. You'll be at the heart of LIFI's mission, ensuring that our Community Teacher Leaders (CTLs) have everything they need to succeed and that the program is operating at its highest potential.

You'll spend time in our communities, gather insights, provide hands-on support, and bring an unparalleled level of organization and commitment to this role.

## Key Responsibilities

1. **Mentor and Coach** – Guide, support, and inspire our Community Leaders, ensuring they are well-prepared and motivated.
2. **Field Insight and Engagement** – Spend time in communities, observing, learning, and supporting; you'll be our eyes on the ground.
3. **Timely Deliverables** – Keep everyone on track, ensuring goals are met on time with precision.
4. **Stakeholder Relationship Building** – Cultivate strong relationships with YTLs, CTLs, community members, and local government officials.
5. **Hands-On Training** – Facilitate training sessions for Leaders, ensuring they're equipped with the skills to succeed.
6. **Data-Driven Decisions** – Collaborate with senior leaders to analyze data and make informed choices.

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7. **Reporting and Documentation** – Generate monthly M&E reports and project updates for the Program Director and senior leadership.
  8. **Budget and Resource Management** – Track the program's budget, coordinate with the Finance Manager, and oversee resource procurement.
  9. **Advocate for Student Voices** – Ensure that students' needs and perspectives are integral to every program decision.
  10. **Maintain Structures and Efficiency** – Establish and uphold the frameworks that make program execution seamless.
  11. **Other Work Allocated by the Organization** - Support LIFI in any other work allocated as per requirements and need

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## Core Competencies and Values

1. **Children and Youth First** – Every decision you make keeps our young learners at the forefront.
2. **Learning Mindset** – Always open to expanding your knowledge and adapting as needed.
3. **Travel Enthusiast** – Ready and willing to travel frequently, including trips to field locations and the Delhi office.
4. **Adaptability Champion** – Flexible and ready to shift plans to meet the program's needs.
5. **Reflective and Self-Improving** – Always looking to assess, refine, and improve.
6. **Integrity and Empathy** – Trustworthy, kind, and sensitive to the diverse backgrounds of our children and communities.
7. **Valuing Diversity** – Eager to understand and respect varied perspectives.
8. **Attention to Nuances** – Keen observer with a curiosity to understand the smallest details.

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## Key Skills You'll Bring

1. **Hands-On Management** – Able to work alongside team members to guide and motivate them, while overseeing every detail.
2. **Effective Bilingual Communication** – Strong in report writing and clear in both Hindi and English.
3. **Data Savvy** – Comfortable using data to track progress and make strategic decisions.
4. **Community Engagement** – Skilled at building connections and fostering trust within communities.
5. **Digital Literacy** – Proficient in Google Drive, spreadsheets, and online tools to stay organized.
6. **Planning, Executing & Teaching** – From strategy to field execution, you're a visionary who can roll up your sleeves.
7. **Facilitation Skills** – Comfortable leading training and development sessions.
8. **Creative Problem Solving** – Ability to foresee potential obstacles and develop proactive solutions.

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## Required Knowledge Areas

1. **Understanding of Out-of-School Contexts** – Familiar with the needs of children who have been left out of the education system.
2. **Insights into Migrant and Diverse Communities** – Knowledge of the unique challenges faced by communities in Haryana, Khargone, Bihar, and UP.
3. **Curriculum & Educational Programs** – Background in developing or delivering curriculum and educational programming.

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4. **Youth Development Strategies** – Familiar with approaches that empower young leaders and enable them to make an impact.
  5. **Non-Profit Education Space** – Experience working within or alongside the non-profit education sector.

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## Preferred Qualifications

- **Master's degree** in Social Sector, Business Administration, or a related field.
- **Community Management Experience** – Prior experience in managing and engaging community stakeholders.

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## What Success Looks Like

- **Community Leaders Thrive:** Leaders are motivated, supported, and effective in the field, thanks to your mentorship.
- **Clear Communication:** Regular, clear updates keep all stakeholders informed and aligned.
- **Data-Informed Insights:** You bring insights from the field to leadership, fueling data-backed strategies.
- **On-Time Deliverables:** Projects and initiatives are delivered on time, thanks to your operational excellence.
- **Children Reconnected to Education:** At the end of the day, more children are connected to learning pathways because of your work.

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## To Apply

If this role excites you, please apply through this link your application, along with your LinkedIn Profile or an updated resume.

Applications will be reviewed on a rolling basis. Please ensure your resume link is set to “anyone with the link can view.”

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## Ready to Make a Difference?

If you're passionate about youth development, unafraid of challenges, and eager to drive meaningful change, we'd love to have you join our mission. Together, let's create a future where every child has the chance to thrive.