Content Manager- Pragati

Department: Pragati Team | Program Design
Location: Mumbai
Work Type: Full-time Employee

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Information Links www.educategirls.ngo

Founder Safeena's TED Talk , April 2019
2023 WISE Prize in Education
Worlds First Development Impact Bond in Education
First TED Audacious Project to be chosen from Asia

Our Core Values : Integrity | Collaboration | Gender Equality | Empathy | Excellence

- Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing communities for girls' education in India's rural and educationally backward areas. Educate Girls' scalable, replicable and sustainable program model resides on top of India's 'Right to Education Act'.
- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into a 24,000+ schools, over 18,000 villages across more than 33 districts in the states Rajasthan, Madhya Pradesh, Uttar Pradesh & Maharashtra.
- Since inception, Educate Girls has enrolled 1.4+ million Out-of-school girls (OOSG); 1.9+ million children have benefitted from the remedial learning curriculum. Over 18.6 million total beneficiaries have been impacted from Educate Girls' program model.
  For more information log on to **www.educategirls.ngo**

- **In the next 10 years, Educate Girls aims to** build one of the largest second-chance program - **Project Pragati -** for adolescent girls and young women. The objective of Pragati is to create an ecosystem to enable 10th grade credentialing and access to better life chances for adolescent girls and women who have dropped out of the formal school-system. The goal is to transform 10 million lives in the next 10 years. For more information about the project, visit https://www.educategirls.ngo/project-pragati/

Job Description

1. **Content Development and Management**

   ● Lead the end-to-end content creation process, including planning, design, and review of educational materials tailored for learners in rural geographies
   ● Collaborate with subject matter experts, external consultants, and the internal content design team to develop content that is both contextually relevant and aligned with program goals.
   ● Ensure timely testing / piloting of content by the field team and share insights with all relevant stakeholders for changes and improvements.
   ● Ensure content is appropriate for learners preparing for open school exams, considering rural, camp-based settings for delivery.
   ● Define content specifications and work closely with the communications team POC to manage the content production lifecycle.
   ● Monitor procurement timelines to ensure timely delivery, quality adherence, and compliance with Educate Girls' quality standards.

2. **Training Support**
   ● Coordinate with the training team to ensure they receive all relevant content in a timely and organised manner for successful delivery to the core group.
   ● Support the training team as needed, stepping in to conduct specific training sessions or modules to ensure consistency in delivery.

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- Ensure training agenda is finalised for effective training of state and field teams so that all required objectives of the module are met.

3. **Quality Assurance**
   - Develop success metrics for each program phase, defining clear indicators, outcomes, and outputs to measure the impact and progress of content initiatives.
   - Collaborate with the impact and audit teams to design monitoring tools, ensuring these tools align with program goals and success metrics.
   - Work closely with the tech team to integrate these tools onto our digital platforms, enabling efficient data collection and reporting.
   - Oversee the creation of assessments, including baseline and endline assessments, formative assessments, and mock tests, ensuring alignment with program outcomes.
   - Ensure that all assessments created by the content team are accurately designed to assess program impact, providing meaningful insights into learners' progress and the overall effectiveness of the content.

4. **Project Management**

   - Develop a project timeline with clear expectations, milestones, and deadlines for each phase of content creation.
   - Track project progress, manage resources, and communicate effectively to align with program timelines and requirements.
   - Ensure streamlined communication and alignment across all cross-functional teams.

5. **Relationship Management and Leadership**

   - Act as a central point of contact for stakeholders, fostering strong working relationships and open communication.
   - Champion a collaborative and supportive work environment, motivating team members and stakeholders to contribute effectively.
   - Build and maintain effective relationships across all internal teams, including design, training, operations, and the communications team, and with external consultants involved in content creation.
   - Gather feedback from all relevant stakeholders at the end of every module delivery, integrating their insights to enhance content quality and relevance.

Apply if you have:
- Experience: Minimum of 8-10 years in program/content management or a related role, ideally within the education or NGO sector.
- Project Management Skills: Strong project planning, resource management, and timeline adherence skills.

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Attributes to be successful in this role at Educate Girls:

- Are passionate about the cause & align with our Core Values
- Proficiency in computer applications, including Windows and Microsoft Office (Outlook, Word, Excel).
- Relationship Management: Excellent interpersonal skills with experience in managing relationships across diverse teams and stakeholders.
- Language proficiency: Reading, writing and spoken proficiency in Hindi and English are mandatory.
- Attention to Detail: Ability to track and manage detailed aspects of content creation.
- Strategic Vision: Capable of seeing the big picture, aligning content goals with program impact.
- Willingness to travel frequently (5-7 days per month) to the field for observations, training and other operational support

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https://forms.gle/TpyGAJRLF6F7o8ay9

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