Programme Manager – I Love Reading (ILR)

About Katha

Katha is a grassroots Indian not for profit organization that for the last 29 years has been empowering children to become agents of change through quality education, teacher training, and world-class book publishing. Katha works in the slums of New Delhi to ensure that children from underprivileged backgrounds are able to receive the quality of education needed to build a better future for themselves and their families.

About - I Love Reading (ILR)

I Love Reading! (ILR) is an innovative reading and school transformation program that Katha runs in government schools and surrounding slum communities. It aims to improve the effectiveness of elementary education in the government school system, especially reading skills for children, with a focus on under-served children. Studies have proved that reading is the key to performance. When children do well in school, their self-esteem and confidence go up and with it their attendance and retention. This enables them to stay in school to complete their education, and opens opportunities for them to become strong leaders of the nation.

ILR is based on Katha’s proven education and teacher training methods that we have developed, tested and refined over the last 29 years. Katha also uses its beautifully illustrated, internationally acclaimed storybooks for children to engage children in reading and to help teachers tackle some of the most pressing issues in India such as poverty, inequality and to enable sustainable change. These storybooks are from Katha’s collection of 200+ children’s titles sourced from India’s many regional languages and published in Hindi and English.

ILR is a holistic, multi-stakeholder model that engages all key stakeholders by:

• Helping children improve their reading skills, in school and in slum communities using stories that provide a culturally rich environment;
- Training teachers to use Katha’s Story Pedagogy to engage children in learning; manage large class sizes, develop interesting curriculum, and linking learning to community issues to ensure education is relevant

- Creating forums for school principals to share best practices

- Empowering parents to take action on community issues such as access to safe drinking water, sanitation and healthcare to remove obstacles to regular school attendance; and

- Engaging government to give Katha access to schools and demonstrate the model’s success.

**Key Responsibilities**

1. Programme Delivery and Implementation ensuring project activities and deliverables comply with the policies and regulations of the donor organizations and are delivered in a timely manner reviewing progress through weekly and monthly meetings with respective team members

2. Work Plan Management

3. Ensure high quality monitoring and evaluation of the project

4. Reporting and Documentation

5. Identify capacity building opportunities amongst the team members for quality implementation of the programme

6. Stakeholder Management

To carry out any other activities that may be assigned from time to time.

- Creates and manages strategies for existing program to propagate within the community using a variety of mediums.
- Coordinate and supervise the program, evaluation, assessment, and reporting.
- Prepares presentations, attends meetings, and networks with community members to determine needs of the community to facilitate decisions regarding program
- Collects and analyzes program data to use for program improvement
- Establish a routine schedule of school visits to monitor overall school operations,
- Oversee and facilitate the implementation of the project and related project initiatives.
- Ensure that the projects implemented by the field Office are realized in a timely manner and as per the objectives and planned activities outlined in their respective proposals
• Approve of and support to school initiated activities such as teachers training, events, etc. Whenever required.
• Oversee and monitor the use of program resources
• Oversee and coordinate entire program
• Identify training needs of staff and build their capacities
• Facilitate the planning, execution, and logistic of teacher training workshops

Desirable Skills

1. Masters Degree in Social Work/Social Science with 1 – 4 yrs of relevant experience preferably in development sector
2. Good Communication Skills – Both Hindi and English
3. Report Writing Skills
4. Strong inclination and interest in education
5. Should be able to deliver under deadlines
6. Willingness to local travelling (Noida-Noida-Delhi)

Location – Noida India

Compensation Offered – 3.6 to 4.2 LPA (Negotiable)

Email Id – hr@katha.org

To know more about Katha, visit – www.katha.org