



Title: Education Program Manager

Experience: Minimum 5 Years (Teaching, Training & Leadership at a school) OR Minimum 3-4 years (Teaching, Training & Leadership at a school with MA Education/ M.Ed)

Location: Arunachal Pradesh

Reporting to: Project Head

Compensation: Commensurate to qualification and experience

About Sunbird Trust

Founded in December 2014, Sunbird Trust is a non-sectarian, non-religious NGO working with the objective of Peace through Education in insurgency-affected parts of North East India. It seeks to educate and empower lesser-resourced youth in the conflict zone thereby steering them away from possible radicalization against our country and leading them to self-sufficiency and supporting their entire families. Towards this end, Sunbird Trust runs a child sponsorship programme and helps build schools and hostels in the project areas in 6 North East Indian states. Some achievements of the Trust are as below:

- Positively impacts the lives of over 2,00,000 people in its project areas
- Sponsors the education of over 9000 children in 100 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 13 schools and 21 hostels
- Team of 45 professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- Selected amongst the top 100 from over 2,300 NGOs for the award of the EdelGive Grow Fund (March 2022)
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual “Stories of Change” competition

- In September 2024, renewed the GREAT PLACE TO WORK accreditation

Job Description

Sunbird Trust is looking for a Education Program Manager who will be responsible for the education program delivery and outcomes.

Roles & Responsibilities

Program Responsibilities

- Coordinate and engage with the government stakeholders in the Dept. of Education at Block/ District/ State levels for Program and school related activities.
- Work with the government stakeholders including teaching and non-teaching staff for implementation of program activities and seek approval wherever required.
- Understand the program deliverables and work with the project head and TTA head for implementation.
- Build relationships with the school leadership teams and communities that we work with.
- Ensure that the program progresses in accordance with the implementation plan submitted to the donor.
- Work with the school team in planning and conducting activities in their respective schools. Provide guidance and support for these schools on general functioning and pedagogy related activities.
- Prepare monthly and quarterly reports for the government stakeholders and quarterly reports for donors.
- Understand and comply with processes developed for the project and cascade them to field teams, ensuring compliance with the same.
- Design a programmatic annual strategy that includes goals, priorities and timelines, as well as a scope and sequence outlining school and managerial

support.

- Seek out new learning solutions and bring innovative ideas to individual projects and the team at large.
- Update and maintain existing content on an ongoing basis.
- Help set-up an effective continuous evaluation methodology to track the progress of the skills development program as a whole as well as individual trainees and employees.
- Work closely with the Program Head to thought-partner and advance program priorities and culture.

Training and Support

- Create a training plan for stakeholders viz. Teachers, SMCs, School Leaders, Accountants, etc. as per the program design.
- Collaborate with different organisations to help conduct these trainings.
- Ensure that trainings are conducted at hubs with participation from teachers.
- Make timely monitoring visits to all schools on a rotational basis to ensure program quality and provide support to LTs and ASLs.
- Track and record project quality improvement as agreed upon; report the same in the agreed format.
- Identify and incorporate the most effective and innovative practices in learning delivery including but not limited to social and peer learning, game-based learning, informal learning, and performance support.
- Conduct in-person coaching sessions to give relevant support and targeted feedback to program team
- Facilitate motivation sessions and celebration events to acknowledge and celebrate educators successes.
- Work closely with the leadership team and education program managers from other programs - to share best practices and collectively inform approach to team development.

- Support and train interns at each school and help build their capacity with the help of LTs and ASLs

Finance Responsibilities

- Ensure fund utilization in accordance with the approved budget, and report fund utilization details as required by the donor in coordination with the project head and accounts team.
- Assist the Program Head in managing finance and cash flow in the state: allowances, project activity related expenses, petty cash register, reimbursements, etc. for project staff

Qualifications

- Minimum 5 Years Teaching, Training & Leadership at a school OR Minimum 3-4 years Teaching, Training & Leadership at a school and an MA Education/ M.Ed
- A degree in Education would be an added advantage

Skill Requirements

- Teaching & classroom management
- Good listening and observation skills
- Capacity building ability (transferring skills and knowledge)
- Stakeholder management
- Leadership and Development skills
- Team management
- Documentation skills like report writing and proposal writing
- MS Office proficiency
- Proficiency in Canva for report making
- Proactive approach to problem-solving with strong decision-making skills
- Strong verbal and oral communication skills
- Program/Program management



Must-Have Mindset

- Integrity
- Team Player with good interpersonal skills
- Proactiveness, flexibility, and adaptability

Application Process

1. Preliminary screening of profile
2. Pre-work
3. Personal Interview(s)
4. Reference checks

HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>