

Job Title	AM/Manager - Programme Outreach & Training
Reports Into	Manager/Director - Programme Outreach & Partnerships

Organization Summary:

The Opentree Foundation (TOF) was founded in 2004 with the firm belief that Play should be made accessible to children from marginalised communities and Play positively impacts their development and growth. Founded in 2004, TOF provides safe spaces to at-risk children and promotes cognitive development and emotional well-being through its Play2Learn programmes. We work with Government and low-income semi-government schools, and Government and Non-government CICs (Child in Institutional Care) NGOs, and CBOs (Community based Organisations) to drive impact through play at a systemic level through our Play2Learn centres.

Our Vision: A world where all children are empowered through Conscious Play™.

For more details, we welcome you to visit our website: <http://toybank.org/play>.

You can also visit us on our social handles:

- <https://in.linkedin.com/company/toybank-india>
- https://www.instagram.com/toybank_india/?hl=en
- <https://www.youtube.com/user/toybankindia>

Purpose of the Role:

The Manager/Sr. Manager - Programme Outreach & Training is responsible for ensuring the smooth day-to-day delivery of programme operations, mastering and leading the training modules, and supporting the coordination, administration, and logistics of programme delivery. The role demands a proactive individual with a deep understanding of the training content and a strong ability to manage and execute operational processes effectively.

Responsibilities:

Programme Delivery Operations:

- Oversee the day-to-day operations of programme delivery, ensuring all processes are executed smoothly and efficiently.
- Shadow and learn from existing team members to gain a comprehensive understanding of the programme's operational workflows.
- Continuously monitor and improve operational processes to enhance programme delivery.

Training Module Management:

- Gain in-depth knowledge of the key programme training modules.
- Understand the target audience for each module and tailor preparation and delivery accordingly.
- Lead and facilitate training sessions, ensuring that participants are fully engaged and learning objectives are met.

Event Coordination and Support:

- Provide administrative support and coordination for programme events, ensuring all logistical aspects are well-managed.
- Work closely with the team to ensure that all event-related activities are executed on time and within budget.
- Handle any ad-hoc tasks related to event preparation and delivery, ensuring a seamless experience for all participants.

Skills and Qualifications:

- **Operational Expertise:** Proven experience in managing day-to-day operations, preferably in a programme delivery or training context.
- **Training Proficiency:** Strong understanding of training methodologies and the ability to facilitate and lead training sessions effectively.
- **Coordination Skills:** Excellent organisational and coordination abilities, with experience in handling event logistics and administration.
- **Communication:** Exceptional verbal and written communication skills, with the ability to engage and motivate diverse audiences.
- **Adaptability:** Ability to quickly learn and adapt to new processes and environments.
- **Problem-Solving:** Strong analytical and problem-solving skills, with a focus on continuous improvement.

Working Conditions:

You will be required to travel within Mumbai on a regular basis and sometimes on rural visits within Maharashtra. You will also be required to collaborate with other verticals as and when required and accompany the Director of Programme Outreach and Partnerships as and when required.

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management.

Please email your application mentioning the post applied for to careers@toybank.org