ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but we can't do any of this without talented, creative individuals at every level of our organisation.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our Safeguarding Policy.

RESTLESS DEVELOPMENT IN INDIA

Restless Development is registered in India as Student Partnership Worldwide India Project Trust. The registration is as a public charitable trust under registration number 330 of 2000. The organization is also registered under Income tax 12AA, 80 G and FCRA. For knowing more about the mission, country programmes, work and values of Restless Development please visit: www.restlessdevelopment.org.

Restless Development has worked in India since 1985. We are committed to mobilizing young people as an effective human resource in development efforts, empowering young people living in poor communities, and directly influencing the government to develop youth-focused policies. We currently work on livelihoods and employment, health and governance, and civic participation across the states of Bihar, Jharkhand, Odisha, Tamil Nadu, Rajasthan, and Delhi, reaching over 100,000 people each year.

This is an exciting opportunity to be a part of a dynamic team at Restless Development India, which is undertaking cutting edge youth-led and focused programmes in India on key priorities of young people.
ABOUT THE PROGRAMME

The programme intends to foster gender equitable norms and enhance girls' agency so that they are empowered to participate in decision making processes including about their marriage. The programme intends to improve access to education and retention of girls and also create a supportive environment that supports girls' aspirations within the households and the communities. The Initiative will be accountable to children directly and all of the work will have an effective role of children in it.

The following are the expected time allocation and specific duties:

1. Programme Delivery & Implementation (60%)
2. Partnership & Networking (20%)
3. Finance & Budget (10%)
4. Other (10%)

ABOUT THE ROLE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Programme Officer</th>
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<tbody>
<tr>
<td>Location</td>
<td>Pakur, Jharkhand</td>
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<tr>
<td>Salary</td>
<td></td>
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<tr>
<td></td>
<td>• Basic Annual Salary Rs. 5,79,979/-</td>
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<td></td>
<td>• Employer PF contribution: 12% of basic salary and House Rent Allowance 4% of basic salary</td>
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<td>• Mobile phone bill reimbursement, health insurance for self &amp; dependents and gratuity benefits, etc. as per the policy of the organization.</td>
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<td>• TDS will be applicable as per law.</td>
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<tr>
<td>Preferred start</td>
<td>January 2022</td>
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<tr>
<td>Month</td>
<td></td>
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<tr>
<td>Length of contract</td>
<td>5th January 2022 to 31st December 2022</td>
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<tr>
<td></td>
<td>(Strong possibility of extension)</td>
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<tr>
<td>Reports to</td>
<td>Programme Coordinator</td>
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<tr>
<td>Direct reports</td>
<td>Youth Facilitators/ Volunteers/ Field Team</td>
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<tr>
<td>Expected travel</td>
<td>Local and National Travel – Frequent Travel to areas where the programme will take place (In &amp; outside Pakur district including the intervention blocks); travel to New Delhi or other city for Quarterly/ Annual Staff workshops as part of Restless Development.</td>
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<td></td>
<td>You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted.</td>
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KEY PRIORITIES/ SPECIFIC DUTIES

1. Programme Delivery & Implementation (60%)

● To ensure effective delivery of programme by Volunteers and the Field team
● Support in programme implementation in and building relationships with intervention schools and communities in Pakur district.
● To manage, monitor and provide supportive supervision to the Volunteers on the field and during training.
● Setting programme specific targets for the Youth Facilitators, Field Executive and Trainers to ensure their task is evenly distributed
● Making regular fortnightly field visits to each placement, analyse the work and provide constructive feedback to the Field team.
● Helping Programme Executive, Youth Facilitators, Volunteers to run and organize in-school/ community/ other events as and when required.
● Ensuring that the Field team meets their programme targets and provides them support
● Lead on organizing logistics for accommodation and travel of field team and project staff
● Submitting field visit reports and monthly reports to the Line Manager and ensure effective communication between Programme staff and the Field team including volunteers
● Representing the position of the programme team, and Restless Development in general, to stakeholders and other organizations in the field.
● To support the planning and implementation of all Restless Development programmes in the region and submit timely programmatic reports.
● Train the field team on Restless Development Safeguarding Policy quarterly.
● Working closely with the Line Manager in setting meetings with partners or attending events.
● Develop a detailed project work plan and timetable for delivery of the assigned projects.
● Reviewing and providing feedback on the translation of the modules and necessary materials in the regional language.
● Be part of the quarterly staff meeting and annual planning process by sharing experiences and contributing to decision making.

2. Partnership & Networking (20%)

● Sensitizing the communities and relevant stakeholders about the organization and its programmes relating to various social issues.
● Liaison with the Partners, Government Departments and Community Leaders and keeping them abreast about the programme through regular meetings and reporting.
● To network and build relationships with relevant partners and establish operational linkage with Partners / like-minded organizations.
● Assisting in building relationships with government departments at district and state level.
● Assist in organizing donor visits in the field.
● Ensuring that the alliance partners are updated with the programme strategy and plans periodically and involving them in the meeting and community gatherings, wherever necessary.

3. Finance & Budget (10%)

● Managing Pakur Field Office including Finance Management.
● Ensuring that all of the Restless Development guidelines surrounding the handling of monthly floats are strictly adhered to.
● Timely submission of monthly bills; proper documented spending to be ensured.
● Working with the Line Manager to ensure that all of programme funds are used as per the organizational guidelines and the assets are used and accounted for properly.
4. Other (10%)

- Ensure recording of data on MEL (Monitoring, Evaluation and Learning) forms by the field team comprising Youth Facilitators, Trainers, Programme/Field Executive etc.
- Lead in organizing the respondents for data collection for MEL needs.
- Assist MEL unit in data collection including baseline, pre and post-tests, aspiration mapping surveys etc.
- Any other work assigned by the organisation from time to time.

**ABOUT YOU**

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our **Values**.

<table>
<thead>
<tr>
<th>Values</th>
<th>Behaviours</th>
<th>What we expect of the Programme Consultant</th>
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<tbody>
<tr>
<td>HEART</td>
<td>Values-led</td>
<td>Supports managers to embed a values led culture within their team. Uses values to guide decision making and group actions.</td>
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<td></td>
<td>Innovation</td>
<td>Is driven to generate ideas which continually improve ways of working, involving others in problem solving. Adapts style to cope with and support others through change.</td>
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<td></td>
<td>Delivers Quality</td>
<td>Strives for continual improvement against individual goals, seeking opportunities to maximise their contribution to team priorities. Supports others to deliver quality and improve their work. Takes ownership for ensuring value-for-money in the areas for which they take partial ownership.</td>
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<td></td>
<td>Decision Making</td>
<td>With guidance, takes ownership for programme elements and/or internal processes. Considers underlying issues and Restless Values when making operational decisions.</td>
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<td>VOICE</td>
<td>Leadership</td>
<td>Confidently leads programme elements and/or internal processes. Will typically manage one or more junior staff members and is seen as a leader amongst their peers.</td>
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<td></td>
<td>People Development</td>
<td>Regularly seeks feedback and evaluates own performance, creating opportunities for personal development. Develops others through proactive sharing of knowledge, skills and opportunities.</td>
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</table>
**HANDS**

We are in it together. We listen and learn.

<table>
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<tr>
<th>Effective Communication</th>
<th>Confidently adapts their communication style to suit their audience. Is able to influence others to build shared understanding.</th>
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<tr>
<td>Collaboration</td>
<td>Seeks opportunities to collaboratively deliver quality against team goals by building strong relationships with colleagues from across the organisation. Works with external partners to maximise mutual benefits.</td>
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### SKILLS AND EXPERIENCE

#### Essential

- Degree in Development Studies/ Social Work/ Rural Development/ any other relevant field of study
- Minimum of 1 year experience in the development sector
- Excellent IT skills including MS office
- Excellent interpersonal, written and verbal communication skills in English and Hindi
- Willingness to travel extensively (following COVID appropriate protocols) to monitor the programme, support the Programme Coordinator in effective monitoring of the programme and occasionally work during the weekends (time off in lieu can be taken)
- Skilled to conduct in- house trainings (knowledge of Child Rights, SRHR, Gender, Technology is essential)
- Team Player
- Passion to work with young people

#### Desirable

- Experience in network coordination, supporting alliances and coalitions
- Experience in supporting young people to advocate through campaigning or high-level influencing
- Previous work experience in child rights, community development, youth development and related field
- A clear understanding of contemporary development issues
- Experience in handling budgets
- Experience in delivering trainings
- Experience in using technology for social change

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

### WHAT WE DO FOR YOU

**Values and Culture**

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly
Values Champions and an annual Values Day.

KEY DATES

- Please send the completed application form to jobs.india@restlessdevelopment.org by December 19th 2021. Please note that we do not accept CVs, resumes or cover letters.
- Interviews are scheduled to take place during the month of December' 2021