

JOB DESCRIPTION

Position Title	State Head
Department/ Function	Program
Band	Program Manager
Location	Based in Bhopal. Work in Bhopal and Agartala
Travel	Upto 40 %
Direct Reporting to	Senior Zonal Manager – North & South
Reportees	District Program Managers Closely working with the State Trainers

About: Miracle Foundation India

For the past 10 years, **Miracle Foundation India** has improved the lives of more than 15,000 children and impacted nearly 300 Child Care Institutions. Today, we are an industry leader in family-based care, helping to reunite children with families, and working at the local level to keep children from ever entering the childcare system in the first place.

We utilize the power of data to create real, sustainable change. Our proven Thrive Scale™ methodology is based on the UN Rights of the Child and allows us to systematically measure and improve all aspects of a child’s well-being, both in an institutional setting and as they transition to a family.

In order to achieve this, we have two goals:

1. Prevent children from entering the system in the first place.

Every day around the world, social workers, caregivers and government officials make decisions that impact millions of vulnerable children. Along with UNICEF and other partners, we provide highly specialized training and educational resources for these “boots on the ground” workers in the childcare ecosystem.

Through this collaboration, Miracle Foundation India has trained 2300+ government officials and caregivers and activated community and youth led initiatives. All of this outreach works to identify and support at-risk children and vulnerable families long before formal interventions become a necessity. This is the future. This is how we break the cycle.

2. Transition children from childcare institutions into families.

After years of supporting children in childcare institutions, we now focus on helping children transition to family -based care. To facilitate this, we’ve adapted our Thrive Scale™ to measure and activate a child’s rights after they return home. Part of this work also involves encouraging childcare institutions to buy-in on the concept of family reunification.

Objectives;

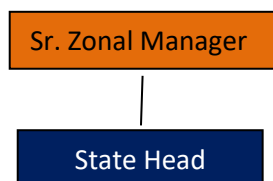
Prevention & Gatekeeping: Children stay with families through effective gatekeeping by Social Workforce

Transition to families: Transition Children from institutions to families through support to Government and Child Care institutions and Strengthen families of children transitioned home on 5 wellbeing domains

Youth Enablement: Enable Youth (15-25 yrs.) and care leavers in the community to help those live meaningful and productive lives.

Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is a part of the Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit

Organization Chart



Key Purpose of the Role

- o This position is responsible for leading the effective implementation of programs for the state/states in line with the strategic objectives of the organization; design & delivery of quality programs in terms of outcomes, impact and

compliances; and effective monitoring and evaluation of the programs in the state/states.

- This position is responsible for ensuring all programs in state which promotes Family Strengthening and Family-based Alternative Care activities effectively in a manner consistent with the organization's goals, strategy, values and approach.
- This position is responsible for engaging with partners, sector players, local governments, and other NGOs in the region.
- The position is also responsible for supporting the Senior Zonal Manager in partnership, collaboration and policy work at the zonal level.

Key Roles & Responsibilities

Strategy

- Develop the implementation strategy in alignment with the strategic objectives and creation of zonal budget
- Interact closely with the Technical Expertise team and coordinate for support as and when required
- Represent the organisations externally in the state/states, ensuring that the organization's vision, mission, values, and aims are communicated in a positive and compelling way
- Support the Senior Zonal Manager in identifying opportunities for Miracle Foundation India to expand in the zone

Advocacy

- Build and manage relationships with key stakeholders (WCD, SCPS, District Magistrates, DCPUs, CWCs and other district government authorities) in the state
- Provide inputs to the for undertaking partnership & collaboration initiatives to ensure visibility of Miracle Foundation India in the state
- Represent Miracle Foundation India at state level to advocate Miracle vision and mission through meetings, event, webinars
- Network with relevant government bodies, civil society organizations, NGOs in the district in order to establish necessary linkages for the care and protection of children
- Share evidences & best practices from the field with the Zonal Head
- Initiate collaboration between the local government officials and CCI to establish gatekeeping and reunification procedures and policies to ensure child's right to live with families when possible

Program Management

- Increase ownership among partners in implementing family strengthening and family-based alternative care program
- Monitor progress against the established annual/ quarterly goals and milestones in the assigned partners through remote and in person visits
- Ensure district teams support the partners continue to implement services/programs and provide support as needed to ensure children are protected and receive transitional support while they await placement/transition out of CCI/identified at risk in families through CWCs
- Ensure that interventions / activities involving consultants (Multi-Disciplinary Team, health partner, MHRPs, LSE trainers, etc.), are conducted
- Provide guidance and support to the District Program Managers (DPMs) for expansion of the existing programs and potential development opportunities in the state
- Ensure that DPMs support the partners in reviewing quality of Thrive Scale™ independently and to tailor interventions to the assessment findings to ensure a smooth, safe and permanent reintegration & prevention of children in families
- Ensure that the DPMs and partners are supported well in preparation of families and children by working through trauma and related emotions/behaviours with the goal of life long mental well- being and positive relationships
- Ensure the partners make progress on CCI Thrive scale™ and ensure that quality self-assessment takes place
- Troubleshoot any issues/ bottlenecks being faced by the district team during program implementation with the support

of the Technical Expertise team

- Facilitate cross learning activities by coordinating with other regions as well as organizing joint training workshops/sessions
- Ensure the delivery of quality programs; also ensure adherence to the program execution plan in the state/states
- Conduct periodic program reviews to ensure alignment with Miracle Foundation’s strategic objectives
- Ensuring Child Protection & Safe guarding principles are upheld by the training team in the state.
- Ensuring full compliance to the organization’s policy and procedures

Financial Monitoring

- Ensure adoption and adherence of the organisation’s financial management principles, standards, and controls in the state
- Manage the implementation of strategic plans for the state in line with budgets and cash flow guided by program strategy
- Work in coordination with the Sr. Zonal Manager, Finance team as well as the partners for the budgeting process
- Monitor all the financial transactions in the assigned partners, such as allocations, disbursements, extensions and cancellations, and highlight critical deviations to the Sr. Zonal Manager
- Monitor the budget utilization by the partners
- Coordinate the stipulated statutory audits/ donor audits in the assigned partners

Monitoring, Evaluation and Learning

- Monitor all the programs as per M&E framework of the organization
- Ensure preparation of high-quality reports in the standard templates/formats for donors, as and when required
- Ensure M&E data are collected by the team members and shared with the MEL team in a timely manner
- Keep track of the qualitative impact data, case studies / stories, learning that can emerge during interventions as evidence-based reporting
- Conduct evaluation process of partners as per funding framework
- Incorporate corrective actions / expediting activities based on the results of the M&E studies
- Guide team in collecting qualitative impact data, case studies / stories, learning that can emerge during interventions

Donor Management

- Ensure overall compliance to donor agreements (incl. reporting)
- Ensure timely resolution of donor queries
- Accompany donors on field visits

Partner Management & Capacity Building

- Ensure that the district team are supported with the necessary technical guidance on application of tools and technologies, systems, processes and curriculum
- Organise and facilitate learning events, capacity building program, for partners, including government (districts and state) professionals, communities, children/youth, and duty bearers in child rights, child and protection and family strengthening
- Ensure quality training programs are implemented on timely manner with the help of Capacity Building team,
- Conduct half yearly/ annual program reviews of partners through partnership visits and meetings to ensure effective program planning and implementation
- Regularly communicate with the implementing partner and share updates or changes in programs etc
- Ensure adherence to training Quality Assurance Standards of Miracle Foundation India

Internal Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Strategy and Technical Expertise	Weekly / Monthly	<ul style="list-style-type: none"> – Roll out of new projects in the state/states – Consult for technical guidance in the areas (eg; FBC, education, mental health, Youth enablement etc.) – Support in Webinars/Tea time chats

Resource Mobilization	As needed	<ul style="list-style-type: none"> – Preparation of donor reports – Technical inputs for proposals – For coordinating donor visits
Finance & Accounts	Monthly	<ul style="list-style-type: none"> – Budget Creation – For budget related queries
MEL	Monthly & as needed	<ul style="list-style-type: none"> – M&E related queries
External Relationships		
Role – Department	Frequency of Interaction	Purpose of the Interaction
Government officials – WCD, SCPS, DMs, CWC members, DCPUs, DWCDO, convergence with other department (Education , Health)	Quarterly/Monthly	<ul style="list-style-type: none"> – Advocacy – Program design – Review meetings – Policy work for child care and protection, family-based care – Collaboration Efforts – Convergence at state level
Life Skill Education Consultants	Quarterly	<ul style="list-style-type: none"> – Planning interventions – Invoice and reports
Mental health Resource Person	Quarterly	<ul style="list-style-type: none"> – Planning interventions – Invoice and reports
Medical Consultants	Annually	<ul style="list-style-type: none"> – Medical mentoring and health check-ups
NGOs	Quarterly	<ul style="list-style-type: none"> – Cultivating Partnerships & sharing information
Donors	As needed	<ul style="list-style-type: none"> – For coordinating donor visits
Education & Experience Required		
Education		Experience
<ul style="list-style-type: none"> ○ Post-graduate degree in social sciences, social policy, child welfare from a reputed university/institute 		<ul style="list-style-type: none"> ○ 7+ years of relevant work experience in similar organisational/functional context
Preferred Skills		
<ul style="list-style-type: none"> ○ Ability to organise, plan, and priorities work ○ Experience in NGO partnerships ○ Experience in networking and alliance building processes ○ Experience in projects on child protection & child care ○ Experience in coordinating/dialoguing with state and district administration ○ Experience in program monitoring and report writing ○ Experience in organising training workshops ○ Experience in donor reporting ○ Strong interpersonal and communication skills ○ Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve ○ Capable to think innovatively and creatively to accomplish organisation objectives 		
Child Safeguarding Policy		
<p>Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation must sign and comply with the Miracle Foundation’s Child Safeguarding Policy which is a statement of Miracle Foundation’s commitment to preventing abuse and protecting children with whom it comes into contact.</p> <p>This extends not only to children with whom Miracle Foundation and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation believes that the situation of children must be improved through the promotion of their rights supported and demonstrated by all members of staff. Miracle Foundation’s India Code of Conduct sets out the standards to which all staff members must adhere.</p>		