

JOB DESCRIPTION

Position Title	Curriculum Development Head
Department/ Function	Strategy & Technical Expertise
Band	SPM
Location	Delhi
Travel	Up to 40%
Direct Reporting to	Director – Strategy & Technical Expertise
Salary Range	10 -12 LPA
Reportees	-

About: Miracle Foundation India

Miracle Foundation India works with a vision of a family for every child in our lifetime. The organisation has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC), helping to reintegrate children with families, and working at the local level to prevent child separation from family.

In order to achieve this, Miracle Foundation India focuses on the following three program objectives:

- 1. Prevention & Gatekeeping** –children stay in families through effective gatekeeping by the social workforce
- 2. Transition** – transition children from institutions to families /F-BAC options through support to Government
- 3. Youth Enablement** – enable youth and care leavers to live a meaningful and productive life

The inherent approach of Miracle India's work has been about capacity building, strengthening the existing systems to support the Government and civil society organisations in strengthening FS and F-BAC in keeping with the vision of the Juvenile Justice (Care & Protection) of Children Act 2015.

Miracle India utilizes the power of data to create real, sustainable change, the organisation's proven Thrive Scale™ methodology is based on the UN Rights of the Child, is integrated with the tenets of child and family assessment (Individual Care Plan - ICP and Social Investigation Report - SIR). The Thrive Scale™ provides for systematic measurement and improvement in all aspects of a child's well-being as part of the case management process aimed at sustained prevention of children's separation from the family as well as safe and permanent reintegration of children with families.

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

Organization Chart

Director – Strategy & Technical
Expertise

Curriculum Development Head

Key Purpose of the Role

The position will be a specialist who owns the forte of curriculum design, development from the perspective of this being a core pillar of what we train, how we train, build capacity, and engage in formal learning experiences in the sphere of Miracle Foundation India's work in family strengthening & family – based alternative care. Would have demonstrated leadership in designing and developing content for new & existing programs.

The person should look at curriculum design as a strategic-level process for how learning experiences are designed. He/she will take charge of intentional planning, organization, and design of learning strategies, processes, materials, and experiences towards defined learning and/or performance outcomes.

Key Roles & Responsibilities

Curriculum Development

- The person should be well versed with the attributes, steps of curriculum design process:
 - **Identifying needs of the stakeholders** through collection and analysis of data related to the learner. This data might include what learners already know and what they need to know to be proficient in a particular area or skill. It may also include information about learner perceptions, strengths, and weaknesses.
 - **Create a clear list of learning goals and outcomes:** to plan instruction that can achieve the desired results, intended purpose of the curriculum. These are the measurable knowledge, skills, and attitudes that the training participants would achieve.
 - **Identify constraints** that will impact Miracle India's curriculum design and in turn its learning outcomes.
 - **Creating curriculum map** (also known as a curriculum matrix) visual diagrams or indexes of a curriculum. Analyzing a visual representation of the curriculum is a good way to quickly and easily identify potential gaps, redundancies or alignment issues in the sequencing of instruction.
 - **Identify the instructional methods** that will be used throughout the course and consider how that will work with participants learning styles
 - **Establish ongoing, summative evaluation methods** that will be used at the end and during the year to assess learners, trainers, and the curriculum per se. The design of the curriculum should be assessed periodically and refined based on assessment data.
 - Should be able to visualize the key interdependent variables when planning for curriculum development:
 - **Outcomes**—the intended learning or performance result from the curriculum
 - **Content**—the topics or information included in the curriculum
 - **Instructional Strategies**—how the curriculum is organized, structured, and/or presented to achieve a defined result; proper language usage, readability, appropriate flow, and consistency in the content.
 - **Technology**—the digital or analog tools used to support the curriculum delivery, development, or assessment
 - **Data**—how metrics and data elements are captured, organized, stored, and represented
 - **Media**—the physical or digital assets used to present curriculum to the learner
 - **Policy**—the guiding principles, rules, or regulations that frame the design of the curriculum
- Should be in tune with the changing curriculum design process with incorporation of new technologies and strategies, how curriculum connects to broader and more networked learning environments, multiple ways to embed interactive technology in curriculum development models to improve the learning process - such as a learning app, augmented reality (AR), virtual reality (VR), simulations, etc.
- Should be in tune with blended learning, a combination of classroom and digital learning experience in a unified strategy

- Has a knowledge of instructional tools to support online learning infrastructure, for interactive learning – online whiteboards eg, Lucid spark, Microsoft Whiteboard, collaboration tools eg Google Drive, Edmodo, Yammer, Skype
- Establish the brand of Miracle Foundation India's capacity building curriculum to be felt and seen as a memorable learning experience through the use of mascot design
- Revisit the available reservoir of capacity building content at Miracle Foundation India and upscale the same as per the consideration in the points above.
- Work closely with MEL team to design, implement quality assurance standards
- Should be able to build a good understanding of the program of the organisation particularly from the lens of capacity building, work closely with the domains of Training & Capacity Building, MEL, Technology and others as required.

Partnership & Collaboration

- Represent Miracle India at state level, national speaking platforms, webinars to exhibit the organisation's command on its content, curriculum in sphere of FS and F-BAC in the sector.
- Enrich, fortify the content related knowledge resource base of Miracle India by feeding in the latest developments, learnings, information acquired from the external platforms.

Education & Experience Required

Education	Experience
Post Graduate Degree in Social Science / Education / Psychology or other relevant degree is strongly preferred	<ul style="list-style-type: none"> • 10 to 12 years of experience in the development sector, preferably in the discipline child rights, child care & protection with recent 5-6 years in content lead role in a national / international level NGO, research organisation, school/academic boards. • Demonstrated leadership in designing and developing content for new & existing programs. Programs should have had quantified impact across geographies – rural and Urban

Preferred Skills

- Preferably good understanding of Child Rights, Human Rights, Child Protection, J. J. Act
- A researcher bent of mind, analytical, problem-solving, critical thinking, organisational skills
- Good interpersonal skills, active listener, receptive to feedback
- Ability to collaborate with a diverse team in a multidisciplinary and multicultural setting, with an ability to work independently when needed
- Self-motivated, disciplined individual who can perform at a high level in a fast - paced environment.
- Excellent written and verbal communication skills and be able to articulate thoughts, observations and recommendations in clear manner
- Excellent writing skills for program progress, narrative and other analytical reports.
- Respect for the core value of Miracle Foundation India and high level of empathy towards the project participants and the children we serve.
- Willing to spend time in the field outside of a regular office environment and have a flexible attitude
- High level of integrity, honesty, openness and sound judgement

- Willingness to accept additional responsibilities

Child Safeguarding Policy

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation India must sign and comply with the Miracle Foundation's India Child Safeguarding Policy which is a statement of Miracle Foundation's India commitment to preventing abuse and protecting children with whom it comes into contact.

This extends not only to children with whom Miracle Foundation India and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation India 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.

Note: Interested candidates are requested to share their updated CV at – hr@miraclefoundation.org