

## Job Vacancy

<b>JOB TITLE</b>	Program Manager
<b>REPORTS TO</b>	Education Director (ED)
<b>LOCATION</b>	Sanjay Colony, Delhi, India

### About Reality Gives

Reality Gives is an NGO that strives to create *equitable access to quality education*, the tool we see as the most effective in breaking the cycle of poverty.

We run three programs delivered in schools and community centres across Dharavi (Mumbai) and Sanjay Colony (Delhi). The programs focus on youth empowerment, primary education and extra-curricular activities.

Reality Gives is also the sister organisation of ethically run tourism company, Reality Tours & Travel, which commits 80% of its post-tax profits from tours to support underserved communities in India.

### Role Overview

The Manager will be responsible for overseeing and developing Reality Gives' Community Centre and Programs in Sanjay Colony, Delhi. They will also have to ensure our organisation's quality standards are maintained, liaise with the community to increase the number of beneficiaries, and understand their needs. They will be the face of Reality Gives in Delhi and will network with organisations and stakeholders to promote our work.

### Major Responsibilities

#### General Management:

- Maintain Accounts and Human Resources systems and controls
- Maintain Community Centre
- Network with Delhi NGOs, organisations, prospective volunteers etc.
- Liaise with and support the Reality Tours and Travel Delhi Team
- Work closely with Head Office to ensure Reality Gives quality standards, systems and controls are applied, and that we're represented and positioned appropriately in Delhi
- Oversee training, development and growth of staff in coordination with ED
- Conduct staff appraisals

#### Program Management:

- Oversee the delivery and development of Sanjay Colony programs
- Lead outreach expansion in the community to promote Reality Gives programs, identify potential beneficiaries and develop strong ties with individuals and organisations in the community
- Monitor students' progress, using and maintaining Reality Gives' centralised monitoring & evaluation system.
- Facilitate program improvement measures in coordination with ED
- Monitor the application of Reality Gives curricula and techniques in classrooms
- Provide constructive feedback based on teachers' evaluation in coordination with ED
- Plan new programs (long term and special events) in conjunction with leads generated by ED
- Evaluate program/community needs and communicate to the ED

A project by Reality Cares, Societies Registration Act (1860), no: 1704/2000/G.B.B.S.D

1/26 Unique Business Service Centre, Akber House, Nowroji Fardonji Rd., Colaba, Mumbai 400039



(+91) 9820822253



info@realitygives.org



www.realitygives.org



#### Marketing & PR:

- Inform the Marketing and Fundraising Team of all events
- Support Marketing and Fundraising Director to ensure proper coverage of events
- Liaison and relationship building with various stakeholders
- Be the face of the organisation in Delhi

#### Specialised job competencies

- Experience in the field of social work and program management with a track record of successful execution of organisational/department strategy (required)
- Experience in the field of teaching using learner-centred teaching techniques (desirable)
- Training others (desirable)
- Working with diverse populations in modest working conditions (desirable)
- Experience in running and managing community based programs
- Experience in administration or education leadership
- Experience managing a strong, happy team

#### Other Requirements and Skills

- Bachelor's degree in any field (required) and Master's degree (desirable)
- Effective communication skills (verbal and written)
- Good written and spoken English
- Fluency in Hindi
- Passion for social change and education
- Independent, pro-active attitude and ability to multi-task
- Ability to work in small teams
- Capability to work in an international organisation with people from all backgrounds

#### Salary expectations

To be discussed. Dependent on experience.

#### Application Process

Please email your CV and a letter of interest to [info@realitygives.org](mailto:info@realitygives.org) with the heading "Program Manager".  
For further info, please visit our website at [www.realitygives.org](http://www.realitygives.org)

A project by Reality Cares, Societies Registration Act (1860), no: 1704/2000/G.B.B.S.D

1/26 Unique Business Service Centre, Akber House, Nowroji Fardonji Rd., Colaba, Mumbai 400039



(+91) 9820822253



[info@realitygives.org](mailto:info@realitygives.org)



[www.realitygives.org](http://www.realitygives.org)