

ENFOLD PROACTIVE HEALTH TRUST

Position:	Program Manager, Research Team
Reports to:	Consultant Director
Location:	Bangalore, with travel to different locations in India
Full/part-time	Full-time (Hybrid)
Key Responsibilities	<p>The Program Manager will oversee and coordinate all activities under a Legal Fellowship Programme on Child Rights, ensuring its smooth execution and alignment with the project and organizational goals. This role primarily involves designing, organising and managing the fellowship programme, maintaining project documentation, intra-team coordination and collaboration, liaising with stakeholders, and ensuring timely communication and reporting to donors and partners.</p> <p>The Program Manager will also engage with a multi-disciplinary team on legal and policy research on laws related to children. Key responsibilities will include:</p> <p>1. Program Coordination:</p> <ul style="list-style-type: none"> ○ Organize and coordinate all workshops under the Fellowship Programme, including logistics, scheduling, and follow-up. ○ Develop and prepare resource materials to support workshops and other program activities. ○ Facilitate online fortnightly check-in meetings with Fellows to track progress and address challenges. <p>2. Documentation and Reporting:</p> <ul style="list-style-type: none"> ○ Maintain comprehensive project documentation. ○ Follow up with Fellows on the submission of monthly reports, ensuring completeness and accuracy. ○ Compile and submit timely reports to donors, and handle all donor-related communications. <p>3. Stakeholder Engagement:</p> <ul style="list-style-type: none"> ○ Coordinate with mentors to ensure effective guidance and support for Fellows.

	<ul style="list-style-type: none"> ○ Collaborate with the Consultant Director to align program activities with strategic objectives. ○ Collaborate with the Senior Research Director for research and documentation, including research inputs for capacity building and mentoring of Fellows. ○ Facilitate collaboration between Fellows and local civil society organisations <p>4. Financial Management:</p> <ul style="list-style-type: none"> ○ Review and approve payment requests related to the Fellowship Programme. ○ Coordinate with the accounts team to ensure all payments are processed accurately and on time. <p>5. Monitoring and Evaluation:</p> <ul style="list-style-type: none"> ○ Track program progress and outcomes, identifying areas for improvement. ○ Ensure alignment of activities with the program's goals and donor expectations. <p>6. Contribution to Training & Knowledge Resources</p> <ul style="list-style-type: none"> ● Designing and conducting capacity building programmes for stakeholders in the child protection system and criminal justice system. <ul style="list-style-type: none"> ○ Contribution towards building a research and knowledge base within Enfold on issues related to the Juvenile Justice (Care and Protection of Children) Act, 2015, the POCSO Act, 2012, and other child protection laws. <p>Any other work allocated by the Team Director, through mutual consultation based on priorities identified.</p>
Qualification and Experience	<p>EDUCATION : <i>Essential :</i> B.A - LLB <i>Preferable:</i> Masters in Law</p> <p>WORK EXPERIENCE : <i>Essential:</i> Minimum of 5-7 years of experience in litigation and program management</p>

	<p><i>Preferable:</i></p> <ul style="list-style-type: none"> - Experience of working in the child rights or human rights sector. - Experience of having worked in multi-disciplinary teams - Experience of having worked in an organization (not individual practice) - Familiarity with legal research
Skills and Personal Attributes:	<p>Essential :</p> <ol style="list-style-type: none"> 1. High level of personal and professional integrity. 2. Strong organizational and coordination skills. 3. Excellent interpersonal skills, ability to work with government, non-government agencies and individuals with diverse ideologies/agendas. 4. Excellent Communications Skills (writing and verbal). 5. Excellent documentation skills with ability to analyze issues and write concise/quality reports in English. 6. Ability to work in a team, willingness to contribute and learn from others. 7. Proficiency in English, Kannada, Hindi or other Indian languages. 8. Familiarity with Microsoft Office (Word, Excel, PPT), use of internet and email and other project management tools. 9. Commitment to child rights and social equity. 10. Ability to multitask and manage diverse responsibilities effectively. 11. Attention to detail and strong problem-solving skills. 12. Collaborative mindset with a proactive approach to challenges.
Last Date for application	15th June 2025
Joining Date	July 1, 2025
Application Details	<p>Enfold is committed to providing equal opportunities in employment and creating an inclusive work environment.</p> <p>Interested candidates can apply by filling out the Link</p>

Note : Enfold has a zero tolerance for Sexual Exploitation and Abuse.

Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff must adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours).

Familiarisation with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.