Director, Programme and Content Development

Organisational profile

Madhi Foundation was established in 2016 as a non-profit organisation working in the education sector, committed to the cause of bridging the equity gap in education for children across India. The Foundation draws its inspiration from the Tamil adage, *"tpjpia kjpahy; nty;yyhk;"* ("vidhiyay madhiyaal vellalaam"), which translates to, *"you can conquer destiny with intellect (madhi)"*.

We truly believe that an equitable and purposeful education can be a great leveler and open many a door for all children – regardless of their background; we believe that an excellent education ought to equip children with the ability to **think** deeply and rationally, to ask **questions** and remain curious about the world around them, and emerge as **creators** and innovators of ideas, solutions and life paths of their choice.

Vision
"To make excellent education a reality for every child."

Mission
We evolve context-specific and scalable ideas to address the crisis of learning achievement gaps among children, and synergise with critical stakeholders in the public and affordable private education ecosystem to catalyse enduring impact.

Position Summary

The Programme Director (PD) will head Madhi's training and monitoring programmes in the Government and affordable private schools across Tamil nadu. The PD will be responsible for the end-to-end implementation of large scale teacher capacity building programme in Tamil Nadu and ensure that the programme is refined incrementally based on learnings from the field.

Additionally, he/she will also be responsible for setting the vision for the content team and leading the ideation, creation and delivery process for all the components that the content team is responsible for. The Director will be responsible for putting in place the relevant project planning and monitoring structures and mechanisms required to ensure that content is delivered to the schools in a timely manner, at the beginning of every term. She/he will also be expected to visit classrooms frequently to stay in touch with the ground realities of the context Madhi works with and contextualize content accordingly.

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MADHI
Think. Question. Create.

Responsibilities - Programme

- **Creation of a training framework**
  - Lead the training framework creation process
  - Ideate with the team to ensure that the training is aligned to the new pedagogy and textbook
  - Ideate with the team and ensure that all training collaterals align with Madhi's design and quality standards

- **Planning, co-ordination and monitoring**
  - Create support structures and processes for seamless co-ordination and flow of information across the team
  - Troubleshoot issues as and when they arise and escalate accordingly
  - Manage, delegate and assign tasks effectively keeping a close on watch on the operational efficiency and the bandwidth of the team members
  - Establish monitoring mechanism for reporting purposes

- **Strategy, Planning and Organisational Development**
  - Thought partner with the CEO to design Madhi's expansion and engagement strategy with the Government and affordable private schools
  - Provide regular and timely feedback about organisational strength and areas of development for continuous improvement

- **Impact Evaluation**
  - Set up effective data collection mechanisms for impact evaluation
  - Analyse data and produce actionable reports for the stakeholders

Responsibilities – Content Development

- **Creating the content framework**
    - Lead the content framework creation process
    - Ideate with the team and arrive at a clear narratives for every lesson plan and video
    - Ensure the content framework is closely aligned with the state syllabus and expected learning outcomes
    - Ideate with the resource creation team and ensure all resources (print and physical) align with Madhi's design and quality standards

- **Planning, coordination and monitoring**
    - Create effective planning, coordination and monitoring mechanisms that would ensure timely delivery of the programme
    - Oversee the content creation process and ensure its smooth progress
    - Manage, assign and delegate deliverables effectively and ensure the team adheres to deadlines
    - Estimate work and effort meticulously and ensure the team's bandwidth is managed effectively
    - Troubleshoot content-related issues as and when they arise and escalate as and when necessary
    - Coordinate with other verticals that collaborate with Content and ensure information flows seamlessly among them.

- **Organisation building and team management**
    - Create structures that will enable the content team to feel supported at work
    - Create professional and personal development opportunities for content team members aligned to their interests and inclinations
    - Ensure positive team dynamics and a deep belief in the organisation's core values and culture.

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Knowledge, Skills and Mindset

- Keen interest in child development, curriculum, pedagogy and instructional design
- Expert level proficiency in Tamil and English
- Expertise in the Microsoft Office, Google suites and project management applications
- Meticulous time management, planning and people management skills
- Excellent statistical analysis skills (data analysis for impact evaluation)
- Willingness to spend time in classroom, with teachers and building relationships with stakeholders to gain in-depth understanding of the context
- Most importantly, be hopelessly passionate about the education sector!

Education and Experience

- At least a postgraduate degree with above average CGPA/percentage
- A degree in social sciences, humanities or education would be ideal but not mandatory
- Minimum total work experience of at least 7 years with at least 5 years in the education sector
- Classroom teaching experience is ideal but not mandatory
- Experience in planning, ideating and delivering differentiated training programmes for teachers would be an advantage
- Experience working with and leading teams from diverse backgrounds, age groups and skill sets
- Experience of having worked in a team of more than 10-15 team members
- Experience of having led a team of at least 7-10 members

Application Process

If you are excited about the role and are keen to apply, we request you to:
- Send an email to info@madhifoundation.org with the role you are applying for as the subject of the email.
- Please include your resume and covering letter.

(You will hear from us within a week of receiving your mail. This will lead to the next stages of getting to know you better.)

The selection process at Madhi is as follows:
1. Informal telephonic chat with the CEO
2. Pre-work submission
3. School visit with a team-member
4. Technical interview
5. Coffee chat with a prospective team member