Manager, 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, "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.

Profile Summary

Madhi in collaboration with the Sarva Shiksha Abhiyan (SSA) Tamil Nadu will implement the Literacy and Language Development Programme(LLDP) across several districts in the state to improve foundational literacy skills and build the capacities of teachers and teacher coaches in government primary and middle schools. Madhi also runs the Transformational Academic Programme (TAP) in 15 schools run by the Greater Chennai Corporation to improve student learning outcomes. Madhi is conceptualising a platform that will act as a resource bank for teachers and teacher coaches across the State, working in under-resourced context.

Manager, Content Development will lead the process of ideation and design of content (lesson plans, worksheets, supplementary audio-visual material) to be used as part of the programmes, in order to ensure we deliver high-quality content that are aligned to the respective programmatic goals.

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MADHI
Think. Question. Create.

Responsibilities

- Ideation:
  - Contribute to the vision-setting process for the content to be used for the programmes
  - Lead the process of ideation for the various sub-projects, including the design of training collaterals (audio-video content like classroom simulation videos etc.)
- Execution
  - Script high-quality lesson plans that will lead to student mastery
  - Create and review worksheets created in alignment with the lesson plans
  - Enact classroom scenarios per the requirement of the video script
  - Record audio lessons for the consumption of the teachers
  - Observe classrooms/trainings to increase understanding of the context and continually work on creating relevant content
- Planning:
  - Set the schedule for content production and delivery and meticulously track the progress and ensure timely completion of projects
  - Raise concerns over delivery deadlines or resource optimisation to the Senior Manager, Content Development or Director in a timely manner.
- Manage team:
  - Ensure requisite tracking and monitoring mechanisms exist to ensure all team members are clear about their respective deliverables and are adequately supported to deliver their respective assignments on time.
- Quality Control:
  - Support the Senior Manager, Content Development or Director by offering feedback to improve quality of content offerings
  - Review content created by the team and ensure content created adheres to Madhi's quality standard and guidelines

Knowledge, Skills and Mind set

- Experience in video and audio editing software
- Experience of having taught in a primary grade for at least 2 years
- Expertise in nuances of classroom management techniques, pedagogical practices and classroom transaction techniques that are relevant to under-resourced schools
- Exceptional project management skills and meticulous time management skills
- Exceptional English language skills

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Knowledge, Skills and Mind set

- Advanced proficiency in spoken and written communication (English - formal and informal)
- Knowledge of Tamil (spoken – fluent - mandatory; written – desirable)
- Most importantly, be hopelessly passionate about the education sector!

Education and Experience

- An undergraduate degree (any discipline)
- At least 2 years experience of working in the education sector (in any capacity)
- Experience of having created educational videos/short films would be an advantage
- At least 2 to 5 years of total work experience
- Experience of having managed a project team of at least 3 people

Application Process

If you feel excited with 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 with the Vertical Head
5. Coffee chat with a prospective team member