Senior Manager, TN-LLDP and TAP

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 across several districts in the state to build the capacities of teachers in government primary and middle schools. Madhi also implements its flagship programme – The Transformational Academic Programme (TAP) – across 15 Greater Chennai Corporation schools in Chennai.

The senior manager (TN-LLDP and TAP) will be responsible to manage content design and delivery of content for both the projects, and ensure its successful implementation by collaborating purposefully with the Director and other sub-vertical leads in the process.

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MADHI
Think. Question. Create.

Responsibilities

- Ideation:
    - Co-lead the content framework creation process with the Director
    - Ideate with the team and arrive at a clear narratives for all content offerings
    - 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 development 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

Knowledge, Skills and Mind set

- Experience with creating (and using) high rigour teaching-learning material for primary grades
- Keen interest in pedagogy and child development-related subjects
- Experience working with and leading teams from diverse backgrounds and age groups and skill sets

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Knowledge, Skills and Mind set

- Able and willing to work in a start-up environment
- Knowledge of Tamil – spoken *(mandatory)* and written *(desirable)*
- Expert level proficiency (written) in English
- Possess excellent knowledge of Microsoft Office Suite and Google products (calendar, tasks etc.) and project management applications
- Exceptional time management and organisation skills
- Most importantly, be hopelessly passionate about the education sector!

Education and Experience

- Either a post-graduate degree (any discipline), or an undergraduate degree with certificate course in education
- At least 3 years experience of working in the education sector (in any capacity). At least 7 years of total work experience.
- Experience of having managed a project team of at least 3 to 5 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