Job Description: Operations Manager
Application Deadline: September 20th, 2021

About Enabling Leadership

We have a mission to change the world and we’re looking for like-minded individuals to join us! More than ever before, our world needs each one of us to step up as role models, champion problem solvers and global citizens. Unfortunately, today’s “leaders” more often than not set very poor examples of inspiring leadership. We believe that perseverance, hard-work, creativity, collaboration and an awareness of the interconnectedness of our world are essential skills for a child to thrive, be successful and become a true leader. At Enabling Leadership, we believe that every child can be a leader.

Each program at Enabling Leadership uses a creative medium like music or football as a vehicle to teach important leadership skills. These mediums have proven and compelling evidence in their abilities to promote a diverse range of cognitive, behavioural, social and emotional and academic skills. Therefore, they serve as excellent tools in enabling our leadership outcomes for students. A unique leadership outcomes approach underpins each of our carefully designed programs, "Music Bast"*, "Just For Kicks" and "Build Maya".

Experiential and active learning principles are at the heart of our curriculum and methodology. Programs are taught using game based exercises and activities, group-work, and a combination of learning styles, delivered by well trained teachers. Students are encouraged to reflect on, analyse and connect classroom or playground learnings with real-life situations. For example, the experiences of coping with losing a match, or, overcoming stage-fright when giving a public music performance, translate to valuable real-life lessons and skills. Learn more at www.enablingleadership.org

Working at Enabling Leadership

As a culture-first organization, we are looking for individuals who embody the values and behaviors we work tirelessly to teach our students every day. Our teams have the opportunity to work with a diverse set of stakeholders including children, parents, school communities, sportspersons, musicians, artists, volunteers, nonprofits, media and educational institutions, and corporates amongst others. We look for individuals who pride themselves on high performance and productivity, whist able to also practice balance and wellbeing-focused lives (we don’t limit sick leave days, we believe every employee’s health comes first!). Our staff design and manage their own schedules, choose where to work from (no cubicles!), and have a dynamic leadership team to work with. Our priority is to develop passionate, responsible, creative and accountable employees, championing our values in today's world.

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Function: The Operations Manager is a key member of the Operations team and is responsible for the smooth running of all the Operations for EL in a City/Region.

Reports to: City Lead

Location: Opening for this role in Delhi. This is a home-office based role that requires the candidate to be in the region/city).

Responsibilities and Deliverables:

A. Event Management

Deliverables
- Plan and organise all EL mid-year and end of year events in the region effectively with the local and central team, keeping in mind the budget and the strategy
- Secure venues and manage logistics for all ongoing program events like teacher/coach monthly meetings, teacher/coach training at the start of the year and mid year.
- Work with the City Lead to manage vendors, and volunteer recruitment and tasks.

B. Inventory & Logistical Management

Deliverables
- Responsible for the overall management of inventory of all equipment including receipt, stocking & delivery of materials to the schools & teachers/Coaches, Operational Manager will execute the exercise independently within the set timelines.
- Review the existing inventory levels of all equipment/ materials & order additional equipment/ materials as & when necessary in consultation & guidance from the National procurement team and City Lead
- Work with the City Lead to build partnerships for city based vendors for program equipment, -Conference/ Training/working space, Transportation, food and other logistics.
- Manage all travel logistics - hotels, Transport, lunch/dinner arrangements for external visitors - trainers, other EL employees, and guests.

C. Administrative Management

Deliverables
- Responsible for all program initiatives & related paperwork (Agreements, MoU, Consent forms etc) with schools, teachers/coaches & other stakeholders. Ensure all documentation and paperwork are completed with duly follow up with stakeholders within the set timelines.
- Manage monthly teacher/coach payments for the city.
- Create monthly payment statement and work with the Finance team to ensure all vendor payments are made in time.
- Create quarterly report for the city in collaboration with the finance department.

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- Work with the Donor Engagement Team and the City Lead to understand the requirements of key executive visits/volunteering and donor engagement activities. Plan and coordinate to execute the donor engagement activities.
- Assist City Lead in securing Government permissions to run EL programs in the assigned location.
- Work with Public Engagement team to organize Media and Press visits.

Minimum Requirements:

1. Bachelor’s Degree in any field.
2. Minimum of 5-8 years of relevant experience in an event management and/or operations role.
3. Excellent time management and organizational skills.
4. Excellent team player, with good verbal, written and interpersonal skills, receptive to new ideas.
5. Good problem solving skills.
6. Ability to manage budgets, finances and reports.
7. Proficient in Microsoft Office and Google Drive.
8. Strong project management skills.
9. Preferred fluency in the local language of the placement region.

Most Critical Proficiencies:

1. Passionate about and deeply committed to making a difference to Enabling Leadership’s cause.
2. Self-starter requires very little directive and comfortable taking responsibility and ownership.
3. Able to maintain high-quality output and demonstrate accountability.
4. Excellent planner, detail-oriented, highly organized and ability to manage multiple projects, priorities, vendors, budgets and tight deadlines effectively.
5. Have good networking and vendor management skills.

Essential Job Functions and Physical Demands:

1. Constant face-to-face, telephone and electronic communication with colleagues, vendors, consultants, donors and the general public.
2. Ability and willingness for regular travel within the city/region and at times to national sites within the organisation, including Tier 1, 2 and 3 cities and villages.
3. Willingness and ability to work outside of normal business hours.
4. May require high screen time involving working at a computer for extended periods.
5. Sensitivity in working with multiple cultures and beliefs, and to gender equity.
6. Ability to work with sensitive information and maintain confidentiality.
7. Ability to work with computers as a tool for word processing, communications, and organizing.

Enabling Leadership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability.

Salary: Competitive and experience based

To apply, please email your CV to careers@enablingleadership.org