



## **Job Description: Program Manager – EL Create**

### **About Enabling Leadership**

We have a mission to change the world and we're looking for like-minded individuals to join us! At Enabling Leadership, we believe that creating a different generation of "leaders" is the solution to most of the complex global challenges we face today.

Our unique programs, "EL - Create" (music), "EL - Play" (football) and EL- Build (Lego) are designed to equip children, especially those who are economically and educationally marginalized, to rewrite the definition of being "successful". It is essential to redefine this in terms of people who take responsibility for their own individual, and our shared, combined futures. Our young "leaders" demonstrate and embody these values, principles, behaviors, choices and actions, recognizing that in order for me to win, everyone must win.

Every child can, and should be a leader – a role model, a global citizen and a positive contributor – it is critical for every individual to be this kind of a leader, and not just a handful of people. Now, more than ever, children need to recognize that we live in a shared world and we must learn to collaborate, think creatively and inspire positive action. Learn more at [www.enablingleadership.org](http://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, whilst also prioritizing individual wellbeing (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.

### **EL Create Program**

Create is a group-based music learning program that enables children from under-resourced schools to tell the stories of their dreams and communities. Through enabling children to write original songs and hosting public performances, the program enables important leadership skills in students.

**Function:** The Program Manager will work in the City Team with the primary role of ensuring quality and timely delivery of the program through regular class observations and providing mentor support to teachers. A program manager is also responsible for building the capacity of the teachers by identifying areas of improvement and providing actionable feedback. Through the year, a program manager works with the 'Programs' team to further build and improve the curriculum by providing



feedback and recording best practices. A program manager is also responsible for providing support to the city team in order to plan, curate and execute program related events like training and concerts.

**Reports to:** City Lead

**Responsibilities and Deliverables:**

**A. Program Delivery**

- Work with the Create teachers to enhance session quality. This includes, but is not limited to: session planning, session observations, and mentoring.
- Plan and go to classes for observation (observe each facilitator at least 2 times a month) and schedule feedback conversations post each observation, such as tracking and supporting teachers for their growth and development and facilitating them through challenges they may face.
- Mentoring the teachers and supporting them to develop their focus areas and challenges while working on their performance and growth.
- Use EL's technology platform to record growth and development of each teacher, keeping a track of class progress.
- Identify training needs and other support required by the teachers; and coordinate with the Program team to design training modules around that. Assist in delivery, in case required.
- Conduct monthly meetings/learning circles to help teachers plan their sessions and share best practices.
- Maintain relationships with schools & stakeholders (teachers, parents) to ensure their investment and support.

**B. Event Preparation**

- Work with the Program Lead/assigned liaison on the concert theme - creating material for teachers and facilitating discussions
- Work with the Program Lead/assigned liaison to compose students' original composition and facilitate delivery of song drafts from the teachers
- Be the contact point for the band for the Create concerts - this includes identification of musicians and instrumentalists, scheduling rehearsals, facilitating music arrangement sessions and recording with the band in case of need
- Plan design and curate the concert with support of the Program Team
- Support the operations/events team in identifying event appropriate venue and other arrangements.

**C. Program Development**

- Understand every aspect of the Create program and take ownership for implementing the same in his/her city.
- Work with the Program team to strengthen the existing program. This includes research and creation of dockets of resources (games, activities) which can be used by teachers in their sessions, lesson planning with teachers, and/or adding new components to the program.
- Assist the impact team with monitoring and evaluation to session quality, in case of need

- Conduct assessments in case of need at various points in the year.
- Creation of lesson plans and units for the virtual sessions, based on the context of the city and the students. Working on contributing to the blended learning model with synchronous and asynchronous learning resources
- Support the Program team and City team to plan and execute events - midyear concert, special performances and end of year concert

#### **D. Teaching and Training**

- Teach one or two batch of students in the Program independently.
- Coordinate with the National Program team to plan city trainings for the teachers. This includes training at the beginning of the year, mid-year or other workshops.
- Co-schedule, co-plan and conduct training sessions with the Program team. Point of contact between the Program team and the teaching staff during sessions.

#### **E. Organizational and City Responsibilities**

- Work with the city team on a daily basis to ensure internal alignment and smooth execution of the Program.
- Work with the rural city for understanding the program and mindset of different backgrounds.
- Attend all City Meetings, Trainings, Workshops & other EL Staff meets.
- Coordinate collection of student data from schools, and delivery of resources to classes in case of need.
- Work with your city team through the pre-set recruitment process including application review, interviews etc depending on the need.
- Work with the city team to allocate teachers to schools, in case of need
- Identify suitable partners for the Program (training, program development) in case of need.
- Identify additional and suitable opportunities for EL-Create students to perform their creations, in addition to the EL events
- Plan and co-create all essential communication to schools that are part of the Program.

#### **Minimum Requirements:**

1. For Internal Applicants (from within Create teachers) - At least 2 years of teaching experience in the Create program.
2. For External Applicants (those who do not have teaching experience with Create) - At least 2 years of teaching experience in a formal or informal setting.
3. A bachelor's degree in any discipline
4. A degree / certification from a music school
5. At least 3 years of teaching experience and working with young children (7-12)
6. Experience in conducting training programs, particularly teacher training
7. Experience in mentoring / leading small and large teams

#### *Soft Skills & Language*

1. Excellent communication, leadership, problem solving and analytical skills
2. Experience with working in a team setting or managing a team
3. Comfort with Hindi and/or English. Comfort with Kannada is an asset.



#### *Technical Skills*

1. Experience in songwriting, music arrangement and performing (solo or band)
2. Basic knowledge of music composition-based concepts
3. Ability to use documentation-based software's (MS office, google docs, pages etc), email for communication and messaging platforms such as WhatsApp.
4. Intermediate proficiency in playing an instrument and music theory (or equivalent of a grade 2 student)
5. Ability to use recording software on phones and laptop

#### *Interest areas*

1. Interest in event management
2. Interest in creative writing / lyric writing and songwriting
3. Interest in learning / researching innovative practices in the field of life skills-based education and music education.
4. Experience or Interest in music education and curriculum development

#### **Most Critical Traits and Proficiencies:**

1. Initiative towards and a sense of ownership for the work.
2. A sense of experimentation, being comfortable with "trial and error".
3. Passionate about and deeply committed about life-skill education for children in under resourced schools.
4. Is comfortable giving feedback to young and older teachers to enhance program quality.
5. Is comfortable in working in fast-paced, unconventional work environments.
6. Excellent planner and highly organized.
7. Very strong team player.
8. Proactive, self-managed and comfortable taking responsibility on their own.
9. Ability to manage timelines.
10. Strong planning and organizational skills with exceptional attention to detail.

#### **Essential Job Functions and Physical Demands:**

1. Regular classroom observation.
2. Regular face to face mentoring and feedback to teaching staff.
3. Comfortable with conducting training programs for small and large groups.
4. Training and assisting teaching staff with lesson planning.
5. Willingness and ability to work outside of normal business hours and on weekends.
6. Sensitivity in working with multiple cultures and beliefs, and to gender equity.
7. Ability to work with computers as a tool for word processing, communications, and organizing.
8. Willing to commute to all EL schools within a city.
9. Two/three times a year travel to another sites /Program Manager meets.



**Salary:** Competitive & experience based

**How to apply:** Click on the [Application Form](#)

**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, among other things, or status as a qualified individual with a disability.