

Toybank is registered as The Opentree Foundation and was founded on 15th of August, 2004.

Our interventions focus on development and learning through play. We aim to provide safe and happy spaces for at-risk children who are otherwise mostly subject to negative environments. By setting up Play Centers, our long-term goal is to be able to provide early childhood development through games and toys and helping level the playing field from early stages of life.

Vision - A world where all children are empowered through healthy play.

Job title	<i>Sr. Manager Ops – Programme Implementation</i>	<i>May 2019</i>
Reports to	<i>General Manager – Programme & Outreach</i>	<i>May 2019-20 – Organogram</i>

Job purpose

Toybank works in collaboration with other nonprofits, schools, Govt. Shelter Homes and Community based organisation, to propagate PLAY and promote the Right to Play for children. Toybank places strong emphasis on networking with other NGOs and advocacy efforts to influence macro policies for children in the area of PLAY.

Toybank's assistance to the child development initiatives through Play isn't just via material games & toys. Our Welfare team enables our partners work through behavioural issues in children, in the 'Play to Learn' concept, aid the teachers in working with children through the play-way method, build the capacities of teachers, parents and care takes of these children, sharing of ideas and information, networking and joint planning, monitoring and evaluation impact, research, documentation and government interface.

Your Role

Will be responsible for programme delivery as planned by the Programme Team:

- Ensure number of play sessions conducted in each and every play centre are as per plan
- Games are being used and taught in the right way by the Welfare team and the teachers
- Will regularly monitor and analyse the reports filled by Prog. Officers & Sr. Prog. Officers
- Will analyse the reports and present to GM on an ongoing basis with the objective of improving the quality of the programme
- Procurement of games as per requirement and at the right price point by negotiating with the vendors
- Responsible for inventory management, packing and despatching to the partners on time
- All the parameters for the programme as decided by GM Programme will be closely monitored and feedback shared with GM
- Regular visits to play centres, both rural and urban with the perspective of monitoring and evaluating operations support, and if further assistance is required by the team
- Ensure Model Play Centres get created as per defined target in each year.
- Overlook the running of the Model Play Centres as per defined SOPs
- Ensure the logistics support as required by the Prog. Officers is given to them by the Operations team
- Plan and arrange for distribution of games at Play Centres
- Liaison with the VA team to plan and coordinate volunteer participation and engagement during play sessions
- Facilitate and coordinate the training sessions for the team and teachers
- Collect feedback on the training sessions and what revisions should be made to them
- Ensure SOPs, KFAs and policies are followed for booking tickets, hotel etc. for travel of the Welfare team

Qualifications

In order to carry out this work, it requires the following minimum qualifications:

- A Master degree or an MBA
- Around 5 years of applicable past work experience with NGOs or in a similar space in a decision making role.
- Good at building relationships and working collaboratively, you have excellent interpersonal skills

- Excellent report writing (Word and PowerPoint) and presentation skills
- Experience of having led a team
- Excellent excel usage skills

Working conditions

You will be required to travel, within Mumbai on a regular basis and sometimes on rural visits within Maharashtra. You will also be required to collaborate with other verticals as and when required and accompany the CEO as and when required.

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management.

Please email your application mentioning the post applied for to careers@toybank.org