



## **JOB DESCRIPTION**

<b>Title:</b>	India Project Coordinator - Climate Change Programme
<b>Reporting to:</b>	Bharat Scouts and Guides Programme Manager
<b>Location:</b>	Delhi, India
<b>Responsible for:</b>	Regional volunteers, leaders, and guiders
<b>Key Working Relationships:</b>	BSG National Director, BSG Director of the Guides, BSG Programme Manager, BSG Training Department, BSG Finance Personnel and BSG Project Team, WAGGGS Climate Change Programme Manager, WAGGGS Advocacy Manager, WAGGGS Monitoring and Evaluation Officer.

**Period of employment:** Working full time from 01 September 2023 to 29 February 2024 with a possibility of extension. This is a fixed-term contractual role.

### **About Us:**

[The Bharat Scouts and Guides \(BSG\)](#) is a voluntary non-political educational SAGNO movement with a membership of 63 lakhs. We contribute to the development of young people in achieving their full physical, intellectual, emotional, social, and spiritual potential as individuals, as responsible citizens, and as members of the local, National, and International Communities.

[The World Association of Girl Guides and Girl Scouts \(WAGGGS\)](#) is the largest voluntary Movement dedicated to girls and young women in the world. Our diverse Movement represents ten million girls and young women from 152 countries. For more than 100 years Girl Guiding and Girl Scouting has transformed the lives of girls and young women worldwide, supporting and empowering them to achieve their fullest potential and become responsible citizens of the world.

### **About the Programme:**

The Climate Change programme is an exciting new programme designed by WAGGGS in collaboration with Bharat Scouts and Guides (BSG) and other Scouts and Guides Associations in Africa, Latin, and The Caribbean (LAC). It aims to increase awareness of climate-related issues, support direct adaptation and mitigation action at the community or national level and increase future capacity for youth to take leadership roles in the climate change response.

### **Role purpose:**

This role will contribute to the effective planning and delivery of the Climate Change project in India. You will work closely with the BSG Project Manager and BSG Project Team, made up of staff and volunteers, to ensure the country's deliverables are met on time and within the budget. In this project, BSG will empower 100,000 Scouts and Guides to take action on climate change through individual action projects and will equip 40 Advocacy Champions to plan and deliver their advocacy campaigns on climate change. A substantial part of the role will focus on working with and supporting the project participants to have positive experiences on the programme and supporting them to take action.



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### **Key Responsibilities:**

#### **1. Training & Curriculum implementation**

- Coordinate in developing the curriculum to be BSG and India-specific.
- Support in planning, delivery, and evaluation of National Training.
- Facilitate regional training in the regions which will be agreed upon in consultation with the project team.
- Support the delivery of projects in the regions by providing ongoing resources and mentorship.
- Working with Programme Manager and Project Team to ensure effective badge distribution across the project regions.
- Ongoing monitoring of the project in regions and timely reporting
- Support the translation team to reach out at the grassroots level.

#### **2. Community Action**

- Work with leaders to support participants in taking action after completing the climate change programme. This will involve keeping records of the actions taken for reporting purposes.
- Support in recruitment of units, and planning and delivery of community action training to those units.
- Support participants in the units to implement their community actions.
- Support girls to document their actions to strengthen their report writing capacity and for project reporting.
- Identify key moments related to climate change in the project timeline and lead BSG's involvement for project visibility e.g., World Environment Day, World Earth Day, etc.

#### **3. Advocacy**

- Lead on recruitment of the Country's Advocacy Champions (ACs) for the project
- Work with Programme Manager and Advocacy Manager to plan and deliver advocacy training.
- Support ACs to deliver their advocacy campaigns. This will include supporting selected ACs for international events such as the UNFCCC Conference of the Parties (COP).
- Support ACs to document their advocacy actions to strengthen their report writing skills and as part of the country's reporting.
- Identify key national advocacy spaces and prepare ACs to use these spaces to further their agenda on climate change.

#### **4. Other**

- Assess and actively manage risks in relation to project implementation and develop appropriate project management techniques to manage these risks.
- Undertake day-to-day budget management including regular narrative and financial reporting of the project ensuring any issues are raised with the BSG Programme Manager.
- Undertake occasional translation and interpretation for the programme when necessary.
- Conduct research and compile data to inform the content and methodology of the project feeding into monthly, quarterly, and annual narrative reports to BSG Programme Manager.



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- Collect and document case stories emerging from the project implementation.
- Attending various administrative tasks i.e.: making sure consent forms are administered at events, attendance sheets are completed and stored properly, regional reports are filed, etc.
- Serve as a project key contact person with WAGGGS in the absence of the Programme Manager.

This list of deliverables is not exhaustive and serves only to highlight the main requirements of the post holder. The deliverables will be reviewed regularly and may be subject to change to a reasonable extent.

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### Qualifications

<b>Area:</b>	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Graduate in any field</li> <li>• 21 – 35 Years</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate in climate change science is desired</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in coordinating projects delivered in scope, on time, and within budget.</li> <li>• Experience building relationships with multiple stakeholders.</li> <li>• Experience working with volunteers.</li> <li>• Experience working with young people.</li> <li>• Experience in delivering training and facilitation.</li> <li>• Monitoring &amp; Evaluation and report writing experience or knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in non-formal education</li> <li>• Experience and/or knowledge in Guiding</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Able to juggle conflicting priorities.</li> <li>• Able to communicate effectively in writing with all stakeholders – reports, support materials, and correspondence.</li> <li>• Excellent MS Office and Excel skills.</li> <li>• A track record of problem-solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills including presentation skills.</li> <li>• Knowledge of Guiding</li> <li>• Knowledge of climate change and/or environment</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Able to build positive relationships with all stakeholders and work with and relate to people at all levels.</li> <li>• Excellent attention to detail.</li> <li>• Able to work on own initiative.</li> <li>• Able to work in a fast-changing environment.</li> <li>• Able to multitask with the ability to focus on details.</li> <li>• Able to deliver against tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach to work</li> </ul>

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<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written Hindi and English.</li> <li>• Occasional work outside regular office hours.</li> <li>• Occasional travels within the country.</li> <li>• A passion and commitment to issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working remotely/in a dispersed team</li> </ul>
<b>Working for BSG:</b>	<p>Able to demonstrate a commitment to and be a role model for BSG'S core values of:</p> <ol style="list-style-type: none"> <li>1. Member Driven</li> <li>2. Brave</li> <li>3. Inclusive</li> <li>4. Empowering</li> <li>5. Transparent</li> <li>6. Professional.</li> </ol>	

### Application Procedures

- Interested candidates should submit their cover letter and CV no later than **15.08.2023** via Google form <https://bit.ly/3VJG9q8>
- Only shortlisted candidates will be contacted for interviews.
- Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the selection process early.