



JOB DESCRIPTION

Title:	Project Coordinator – Surf Smart Programme
Reporting to:	Bharat Scouts and Guides Project Manager
Location:	Delhi, India
Responsible for:	Regional volunteers, leaders and scouts-guides.
Key Working Relationships:	Director, Joint Director of the Guides, Project Manager, Training Department, Finance Personnel and BSG Project Team, WAGGGS Surf Smart Programme Manager, WAGGGS Advocacy Manager, WAGGGS Monitoring and Evaluation Officer.

Period of employment: Working full time from 25 October 2023 to 30 April 2023 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 potentials 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:

Surf Smart Programme is a non-formal education curriculum to support young people to connect safely and positively online. This curriculum is co-created with the professional support and advice of Norton, one of the most trusted brands in consumer-Cyber Safety and WAGGGS non-formal education experts. It is a unique resource that ensures a generation of youth has the knowledge and skills to protect themselves and other online.

Role purpose:

This role will contribute to the effective planning and delivery of the Surf Smart Programme in India. You will be working closely with the BSG Project Manager and BSG Project Team, made up of staff and volunteers, to ensure the country's deliverables is met on time and to the budget. In this project, BSG will reach out to 10,000 Scouts and Guides to ensure online safety for the youth generation in India and will equip 100 Master Trainers to train, plan and deliver the curriculum in regions and implement and manage the advocacy part of this project. 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

- Support in planning, delivery, and evaluation of National Training.
- Facilitate regional training in the regions which will be agreed 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.

2. Community Action

- Work with leaders to support participants in practicing the learning in real-life after completing Surf Smart 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 trainings to those units.
- Support participants in the units to implement their community actions.
- Support youth to document their actions as part of strengthening their report writing capacity and for project reporting.
- Identify key moments related to online safety in the project timeline and lead BSG's involvement for project visibility e.g., Safer Internet Day.

3. Advocacy

- Lead on recruitment of Country's Smart Surfers and Advocacy Champions (ACs) for the project.
- Work with Programme Manager and Advocacy Manager to plan and deliver advocacy training.
- Support Smart Surfers and ACs to deliver their advocacy campaigns. This will include supporting selected ACs for international events such as Surf Smart International Carnival, Commission on the Status of Women 68 (CSW68) etc.
- Support Smart Surfers and ACs to document their advocacy actions as part of strengthening their report writing skills and as part of country's reporting.
- Identify key national advocacy spaces and prepare ACs to use these spaces to further advance their agenda on surf smart.

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 Project 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.
- Collect and document case stories emerging from the project implementation.
- Attending various administrative tasks i.e.: making sure consent forms are administered in events, attendance sheets are completed and stored



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- properly, regional reports are filed etc.
- Serve as a project key contact person with WAGGGS in the absence of the Project 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

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> ● Graduate in any field ● 18 – 35 Years ● Scouting-Guiding Qualification: <ul style="list-style-type: none"> ▪ Rover/Ranger – Rashtrapati Awardee ▪ Unit Leaders – at least Advanced Course 	<ul style="list-style-type: none"> ● Project qualification or qualification by skills/experience
Experience:	<ul style="list-style-type: none"> ● Experience in coordinating projects delivered in scope, on time and within budget. ● Experience building relationships with multiple stakeholders. ● Experience working with volunteers. ● Experience working with young people. ● Experience in delivering training and facilitation. 	<ul style="list-style-type: none"> ● Experience in non-formal education ● Experience and/or knowledge in Scouting or Guiding
Skills and Knowledge:	<ul style="list-style-type: none"> ● Able to juggle conflicting priorities. ● Able to communicate effectively in writing with all stakeholders – reports, support materials, and correspondence. ● Excellent MS Office and Excel skills. ● A track record of problem-solving skills. 	<ul style="list-style-type: none"> ● Excellent verbal communication skills including presentation skills. ● Knowledge of Scouting and Guiding ● Knowledge in online safety and/or cyber security
Personal Qualities:	<ul style="list-style-type: none"> ● Able to build positive relationships with all stakeholders and work with and relate to people at all levels. ● Excellent attention to detail. ● Able to work on own initiative. ● Able to work in a fast-changing environment. ● Able to multitask with the ability to focus on details. ● Able to deliver against tight deadlines. 	<ul style="list-style-type: none"> ● Creative approach to work

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

Application Procedures

- The Interested candidates should submit their cover letter and CV no later than **05.10.2023** via Google form <https://bit.ly/3B1H4c6>
- 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.