



**The Bharat Scouts and Guides  
National Headquarter, New Delhi**

**Assistant Manager - Membership Growth Cell  
Job Description**



Position Title	<b>Assistant Growth Manager</b>
Position Concept	The Assistant Membership Growth Manager is a contractual post (Project based), responsible for the coordination between the National Headquarters and the State Headquarters on membership growth related matters of the Bharat Scouts and Guides. Furthermore She/he should ensure that the set targets are achieved within the given timeframes.
Principal Responsibilities	<ul style="list-style-type: none"><li>• Monitoring and evaluation of the implementation of State Growth strategy.</li><li>• Analyze the BSG's current membership status every quarter and prepare comparative statement.</li><li>• Maintaining the database of the State and Local Coordinators including appointments, and progress.</li><li>• Communication and coordination with all related work of the Membership Growth with the assigned region.</li><li>• Any other work assigned by the Membership Growth Manager</li></ul>
Term of appointment	6 Months and could be extended with the coterminous of the Project Grant.
Report to	Growth Manager, Membership Growth Cell and NSO Growth Coordinator
Personal Profile	<ul style="list-style-type: none"><li>• Graduation in any stream.</li><li>• Have a good knowledge of MS Office and Internet; with special skill of PPT presentation.</li><li>• Able to communicate in English, oral and written form.</li><li>• Ability to develop project proposals and its implementation.</li><li>• Ability of write a report.</li><li>• Have good communication skills.</li><li>• Preference will be given to Rashtrapati Awardees of BSG or HWB Holders or above.</li></ul>

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Recommended By:

Approved By:



**The Bharat Scouts and Guides  
National Headquarter, New Delhi**



**Assistant - Membership Growth Cell  
Job Description**

Position Title	<b>Assistant for Membership Growth Cell</b>
Position Concept	The Assistant- Membership Growth Cell is a contractual post (Project based), responsible for communication, records keeping and update & maintain data base information of BSG Scout membership.
Principal Responsibilities	<ul style="list-style-type: none"><li>• Maintaining all records related to Membership growth cell.</li><li>• Prepare periodic reports, newsletters on membership growth collecting and entering membership data in database</li><li>• Ensure timely delivery of the membership growth services</li><li>• Communication and coordination with all related work of the Membership Growth with the assigned region.</li><li>• Dashboards of all states</li><li>• Maintenance of accounting and stock books.</li><li>• Event Management</li><li>• Any other work assigned by the Membership Growth Manager</li><li>• Check the new Members of Basic Courses trained with the BSG UID Verification in the OYMS portal</li></ul>
Term of appointment	Six months, renewable with the coterminous of the Project Grant.
Report to	Growth Manager, Membership Growth Cell and NSO Growth Coordinator
Personal Profile	<ul style="list-style-type: none"><li>• Graduation in any stream</li><li>• Have a good knowledge of MS Office along with spreadsheet tools such as Microsoft Excel or Google Sheetsetc. and Internet</li><li>• Have special skill of PPT presentation</li><li>• Able to communicate in English, oral and written form</li><li>• Have data entry skills</li><li>• Have typing speed and accuracy</li><li>• Preference will be given to Rashtrapati Awardees of BSG or HWB Holders or above</li></ul>

Name: \_\_\_\_\_

Signature \_\_\_\_\_

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