



Job Description for Operations Head

About the org: KickOff Solutions is a nonprofit platform supporting tribal & slum girls through sports-based scholarships, change-maker skill building offerings, infrastructure, exposure, and mentoring support across a dozen Indian states and Mali - Africa. We are a 501c3 registered US org with an 80G/12A & CSR certified Indian subsidiary, and are attempting to enable underprivileged girl leaders as future change-makers and role models, and develop relatable hero stories to provoke community level dialogues challenging discriminatory gender norms.

About the Role: The Operations Head will operational excellence across different interventions and administrative needs of KickOff Solutions. including girl leaders' bimonthly insight gathering, skilling & mentoring programs that require internal & external partner collaboration, coordinating information sharing between functions like M&E & Comms for activities like story-building, site & social media updates, and annual report generation & publishing.

If you are experienced in social impact programs engagement - particularly in the field of youth or girl-child enablement, and passionate about joining a social impact movement for empowering girl leaders through sport, please get in touch. We'd love to hear your story, and discuss if/how you could join us.

Type of Engagement & Remuneration

- Type of role: Remote; the candidate may be based anywhere in India. Should be able to commit ~100 hours of work monthly (~6.5 hours/day X 4 days/week X 4 weeks), which may include a week of travel every 1-2 months
- Type of employment: A yearly consulting contract
 - Leave allowance: Indian national & local state holidays + 12 annual vacation days
 - The contract may be terminated by either party with a notice period of one month
- A consulting fee of USD 700 per month
 - All actuals of travel costs (tickets, transport, stay, food, laundry) to be compensated separately
 - 10-15% base increment/year expected from year-2, subject to performance-based contract revision

Job Responsibilities

- **INSIGHTS GATHERING** [~13 hours + 1 week of travel every month or equivalent effort)
 - **Quarterly Girl Leaders' Council engagement** (group & 1:1)
(3-4/month X 30 mins each = 2 hours/month)
 - **Dipstick check-ins with a sample of Girl Leaders** supported
(10/month X 30 mins each + 1 hour for reporting/month = 6 hours/month)
Includes online meetings + those on field trips across ~13 Indian states (1 week of travel/month)
 - **Documentation review** (~10/month X 30 mins each = 5 hours/month)
- **SKILLING & MENTORING PROGRAMS** [~38 hours/month]
 - **Partnership development & review** (curriculum + execution & feedback) with external facilitation partner orgs
(~6 hours / month)
 - **Oversee Facilitator Onboarding**
(4-8 modules X ~13 hours each/year = 8.5 hours/month)
 - **Oversee Quality Control for All Sessions**
(8 modules X 2/year X 8-12 hours each = 16 hours/month)
 - **Review Feedback for Course Refinement**
(8 modules X 2/year X 1 hours each + summary = ~1.5 hours/month)
 - **Self-study for personal development**
(1 hour / week = ~6 hours / month)
- **PARTNER ENGAGEMENT** [~9 hours/month]
 - **Interact with partner orgs** once in 6 months to deploy funds and exchange insights, gather scholarship utilization details, plan individual girl leader skilling needs, and align partners where possible to drive skilling solutions
(~5-6/month X 90 mins including fund transfers & recording, meeting scheduling & documentation = 9 hours / month)
- **INTERNAL ENGAGEMENT** [~12 hours/month]
 - **Storytelling and M&E collaboration**
(3-4 meetings or emails/month X 60 mins each = ~4 hours/month)
 - **Weekly & fortnightly team meetings, monthly board meetings, and fortnightly check-ins**
(7-8/month X 1 hour each = 8 hours/month)

Eligibility Requirements

- 5+ years of experience in the development sector, preferably in leading youth / girl-child education or sports-for-development programs
- Excellent verbal & written communication skills (English: Read-Write-Speak, Hindi: Read-Speak) to interact confidently & sensitively with girl leaders, partner coordinators, org members and support function personnel, along with strong documentation skills to capture key insights
- Proficient in coordinating extensively to schedule & lead calls on Google Hangouts/Zoom with a diverse set of partner organisations & personnel
- Demonstrated ability & will around interacting with empathy with lesser privileged girls & their families, and openness to travelling to visit them in remote tribal & slum communities for field visits; typically for a week every month