

TERMS OF REFERENCE

Programme Manager - Invest for Wellness (i4We), Karur Factory Cluster

The Job

Core function: The Programme Manager will be responsible for implementing the Invest for Wellness (i4We) intervention at the Karur industries cluster as per the model design with highest possible quality standard. The outputs, outcome and the impact so achieved to be within the specified timeline with quality.

Design:

1. Collaborate with i4We Factory Clusters Lead, Marketing & Partnership Manager, Cluster Stakeholders and i4We implementation team for effective implementation of the model, with a focus on results.
2. Continuously improve the quality of implementation with inputs from the i4We Factory Clusters Lead, Partnership Manager & Technical Experts.
3. Support the i4We Factory Clusters Lead in developing and revisiting strategies by providing relevant information about the initiative (internal and external factors that influence the model implementation on the ground).

Implementation:

1. Develop implementation road map for each factory (micro and macro) inline with i4We programme design and ensure that road map to be implemented. This intervention will be based on Swasti's worker wellbeing framework; health, gender equity, financial literacy, social protection, life skills and workplace relationships.
2. Accountable for the implementation of the model and ensure the quality of implementation meets predefined standards - both internal and those promised to factories, donors and other stakeholders.
3. Ensure that i4We factories cluster (Karur) has the required resources to deliver and achieve results.
4. Establish and manage ecosystem (Industries Associations, ESIC, Govt Agencies, other service providers etc) at Karur industrial cluster.
5. Identify the potential challenges and develop mitigation strategies and solutions to address the same.
6. Establish and nurture relationships with relevant government departments, industry associations and other stakeholders.

Monitoring, Evaluation & Learning:

1. Implement the Monitoring, Evaluation and Learning System with the support of MEAL team (at both cluster and factory level) to measure results and impact of impact of the

model.

2. Develop a programme dashboard and update the same on a regular basis and ensure update is made available for review from time to time.
3. Conduct periodical review meetings to reflect on progress, learnings, challenges
4. Develop and implement a communication strategy with factories, partners, donors and other stakeholders in the cluster to engage them on a regular basis.

Reports to: Reporting to the Lead - i4We Factories

1. Interacts with the i4We technical and advisory team, i4We leads, thematic leads, people engagement, finance, communication etc (as applicable)
2. Influenced by factories partners, donors (e.g. factory, industries associations, ESIC etc).
3. Influences factories senior management, health facilitators, government departments, community organisations, health providers etc.

Age and Gender: No restrictions

Qualification

Ideally a post-graduate (Sociology / Social Work / Psychology, Development Studies / Women Studies) with knowledge and in-depth experience of programme modeling, public health, sectoral experience (factory) project management, partnership development, donor management, and stakeholder management.

Desired Experience:

Ability to understand the community and industry sector and minimum of 5-6 years of experience working with specific communities (factory workers)

Knowledge

- Of Program management
- Of primary health
- Of garment and manufacturing industries
- Of Worker Wellbeing
- Of Partnerships, networking and funding opportunities
- Of managing partners and stakeholder relationships
- Of people management and capacity building
- Action research
- MEAL

Skills

- Integrating skills which will help to work with thematic experts, stakeholders, etc.
- Training/facilitation skills using andragogy and participatory training methodology

- Team management skills, people management skills, and community engagement skills
- Have the ability to interact with stakeholders (health care personnel, administrative leaders/policy makers, communities, national and international organizations) at different levels.
- Be adept in data analysis; both qualitative and quantitative.
- Have cultural understanding / competencies.
- Be driven by achievement motivation, constantly set higher goals to raise the bar to improve with every performance and delivery.
- Continuously update self with the developments in the field / associated areas by demonstrating an insatiable need for learning and sourcing of new information.
- Respond to business situations with professional dignity, maintains self control against aggravations and acts with poise and self confidence in challenging situations.
- Demonstrate consistent regard for the clients even in aggravating / adverse situations.
- Drive the changes with enthusiasm, resilience and willpower which enthuses others to generate energy to make the necessary changes.
- Team management, managing relationships with factory and sector leaders and community engagement skills.
- Proficiency in languages (oral and written) - Tamil and English
- Proficiency in computers, basic software (MS Office) and MEAL

Work Ethics

- Timely delivery of tasks and milestones with focus on quality and consistency.
- Must work with a sense of urgency.
- Is critical and creative in execution model and activities
- Respect all individuals.
- Will work in a focused manner in nurturing and building cluster team talent.
- Maintain confidentiality using leadership discretion while practising an open and transparent transactional environment.

General

The role is seen by the organization as being critical to achieving its strategic plan. The ideal incumbent is -

1. Able to manage the finances of the cluster model
2. Able to handle teams and ensure that the organizational policies related to HR, Admin, Procurement, Financial control and accountability are met without any deviations
3. Able to manage pressure and to assess and absorb information quickly
4. Ability to go in depth of the issues and solutions (through research) to strengthen the model

5. Demonstrates passion and patience towards results of the I4We model and commitment to working with marginalized communities (Factory workers)

Geography: Karur, Tamil Nadu

Travel: Primary workplace is Karur. However, 8-10 days of travel per month is anticipated.

Measurement

- The incumbent will be assessed by the reporting officer on the accomplishment and delivery of all components described.
- The measurement will also include demonstrated elements of commitment, passion, accountability, ideation, flexibility, accessibility, and system and process management as well as the expected work ethics.

Growth Opportunities

The organization has an open policy of growth based on opportunity, demonstrated personal growth, and personal aspirations. It is not a norm that growth will take place vertically only. Growth is also seen as the organization being more inclusive in the incumbent's involvement in strategic organization growth. i4We as a model is scaling up, and will be implemented in more regions. This provides scope for growth for the incumbent of this role. This position can be in charge of an expanding portfolio of i4We factory cluster models to other clusters.

Authority/Delegation: Level 3 and above based on expertise (refer Swasti levels and grades)

Compensation: As per organisation policy on cadre and grade