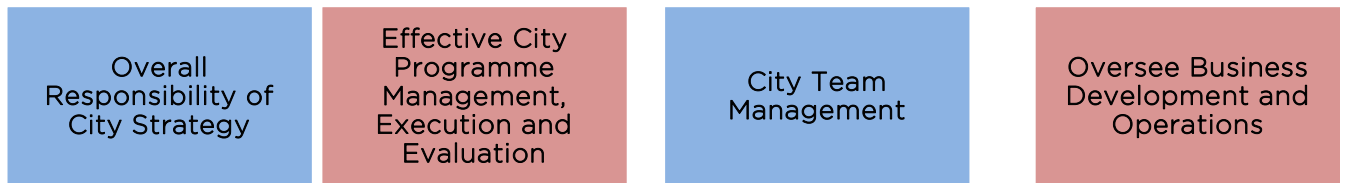




<b>Role:</b> City Head	<b>Reporting to:</b> Chief Programme Officer
	<b>Location:</b> Pune Travel involved within and outside city

**Summary:**

The City Head will be responsible for end-to-end implementation of the ISLI Fellowship in their respective city. This will involve implementing the ISLI framework for training and supporting school leaders, evaluating and monitoring their progress and implementing an effective recruitment strategy for future school leader cohorts.



**Job Responsibilities**

**City Strategy**

- Forge strategic partnerships with various stakeholders (private and government) and identify relevant resources/opportunities based on programme needs along with strategy leads
- Develop strategic connections with school leaders / companies/partner organizations to ensure they refer school leaders for the upcoming cohort to the National Relationship Head
- Build relationships with high impact schools for inclusion in the ISLI Leaders’ Network with strategy leads
- Maintain relationships with alumni schools and school leaders post the completion of the programme in line with ISLI’s Alumni programme with strategy leads

**City Programme Management, Execution and Evaluation**

- Support and quality assure the work of Programme Manager through Programme leads to ensure a positive, developmental experience for all School leaders throughout the two year ISLI fellowship
- Work with the Programme Manager to implement workshops relevant to the City programme.
- Build strong buy-in from city’s affordable schools to support the programme.
- Develop customized learning plans, programme schedules and monitor implementation as per objectives for the city
- Develop and manage relationships with all key stakeholders involved in programme.
- Manage the performance evaluation of city programme leads and provide constructive feedback throughout the ISLI fellowship to address areas of improvement.



- Lead city-specific initiatives for engaging school leaders and other stakeholders.
- Work with M&E team to ensure programme evaluation, data collation and analysis to capture long term impact
- Work with Monitoring and Evaluation Head to analyze impact data and feed learning back into programme decision making

### **Business Development & Operations**

- Design and lead city specific efforts to recruit new school leaders into the programme
- Support the Relationship Associate to execute business development strategy each year
- Manage key school relationships in the city along with the National Relationship Lead
- Design and implement city guidelines and policies related to HR, Marketing, recruitment of staff, and operations in alignment with ISLI's mission, vision and values
- Prepare the budget, Monitor expenses and Compile data for reports,
- Coordinate with the Marketing Head to ensure that all programme materials maintain brand sanctity
- Monitor business development target periodically and review reasons for success / failure
- S/he will oversee the Admin associate to ensure seamless operations.
- Manage administrative areas related to the city like stationery/travel/venue management/ office administration

### **Team Management**

- Work with the Programme Lead and Strategy Lead to deliver programmes effectively
- Coordinate with Relationship Associate and Admin Associate to plan workshops and also ensure smooth running of the programme in the city
- Hire new staff for city team and implement continuous high quality development for them
- Continuously measure performance of city team members and ensure their career growth and learning
- Recruit and oversee the Admin Associates.

### **Qualification and Experience**

- Strong Master's degree or equivalent degree;
- Minimum of 6-8 years of work experience, ideally in education
- Proven team management and leadership skills.
- Effective use of ICT and an understanding of how technology can aid efficiency
- Experience in Managing end to end operations of territory

### **Additional skills**

- Excellent oral and written communication
- Strong presentation skills
- Excellent organizational and management



- Strong leadership
- Excellent Microsoft Excel, Word and Powerpoint skills
- Comfortable with Google apps for business -Gmail, Google Drive, Google Calendar etc

#### **Additional Details**

The candidate will be based in Pune.

Candidate must be comfortable with extensive travel within the city and to other cities in which ISLI is represented.

Interested candidates may email their resume and cover letter to Anoop Aravind or Nikita Nichani at [hr@indiaschoolleaders.org](mailto:hr@indiaschoolleaders.org) with subject line - "Application for City Head"