

TATA TRUSTS

Job Description Role Details		
1.	Role	Deputy Head of Programme
2.	Function/ Sub - function	Programme
3.	Location	Mumbai
4.	Reporting Manager	Head of Programme
5.	Employment type	Fixed Term Employment for 3 years
6.	Grade equivalent	Grade 2 or 3

Role Overview
<p>The Deputy Head of Programme (Social Sector) will play a pivotal role in supporting the Head of Programme to lead, manage, and scale the Trusts' social Programme. This includes overseeing the design and evaluation of projects focused on improving the well-being of the underserved populations, particularly in the areas of education, healthcare, poverty alleviation, rural upliftment, nutrition, arts & culture, and community institutions. The Deputy Head of Programme will provide strategic guidance to Programme teams, ensure quality delivery, and manage relationships with key stakeholders including donors, partners, and beneficiaries.</p> <p>The Deputy Head of Programme will support the Head of Programme in evolving sub-themes in which grant making will occur and guide programme teams in evolving appropriate strategies in them. S/he will need to take the lead in managing grants made to implementing partners including monitoring, discussing course corrections, ensuring achievements of the key performance indicators as per agreed terms and causing evaluations and lesson learning for future development.</p> <p>The role demands a highly motivated and experienced individual with strong leadership, program management, and stakeholder engagement skills, as well as a deep understanding of the social sector.</p>

Key Responsibilities	
Strategic Leadership & Programme Management:	
1.	Collaborate with the Head of Programme to implement and align programmatic strategy with organisational goals.
2.	Lead high-impact social Programme, ensuring measurable outcomes and sustainable impact.
3.	Oversee Programme teams, ensuring timely, on-budget delivery in line with donor expectations.
4.	Develop and implement efficient project planning, monitoring, evaluation, and reporting processes.
5.	Mentor and support programme managers and staff to build a results-oriented, collaborative culture.
6.	Lead recruitment, training, and development of programme staff for high-quality delivery.
7.	Facilitate team meetings to ensure progress, address challenges, and maintain clear communication.
8.	Develop accurate, timely reports for stakeholders, and internal teams.
9.	Contribute to programme budget development, ensuring effective resource allocation and financial compliance.
10.	Monitor programme expenditures, ensuring financial sustainability and compliance with donor regulations.
11.	Manage risks related to programme implementation, including financial, operational, and reputational risks.
12.	Stay updated on social sector trends and regulations to ensure programme relevance and compliance.

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Skills & Competencies:

1. Strong leadership and team management skills with the ability to inspire and motivate a diverse group of individuals.
2. Excellent communication skills, including the ability to communicate effectively with a variety of stakeholders.
3. Strategic thinker with the ability to translate broad goals into actionable plans.
4. Highly organized with exceptional attention to detail and the ability to manage multiple projects simultaneously.
5. Strong problem-solving abilities, with a proactive and solution-oriented approach to challenges.
6. Prominent level of cultural sensitivity, with the ability to work effectively in diverse environments.

Essential Qualifications & Experience:

1. Bachelor's or Master's degree from a reputed institute.
2. A minimum of 15 years of progressive experience in Programme Management in the social sector, with a minimum of 5 years in a senior leadership role.
3. Excellent interpersonal skills and knowledge demonstrated in the philanthropic sector nationally and internationally.
4. Experience with grant writing, fundraising, and engagement in the social sector.
5. Proficiency in using project management.