

TATA TRUSTS

Role Details		
1.	Role	Lead – Parag Initiative
2.	Program	Education
3.	Location	Mumbai/ New Delhi
4.	Reporting Manager	Head – Education
5.	Employment type	Fixed term employment for 3 years
6.	Grade equivalent	4 or 5
Brief Job Description:		
1.	Lead the Parag initiative, overseeing grant-making, partnerships, and team management to advance Indian children’s literature and libraries.	
2.	Develop and execute a clear plan to increase access to quality literature and foster a reading culture for children.	
3.	Build and maintain a strong ecosystem of partners and teams to deliver on the program’s vision.	
4.	Strengthen monitoring and evaluation frameworks and conduct regular field visits to ensure program success.	
5.	Provide strategic guidance to team members and foster a collaborative, high-performance culture.	
6.	Ensure efficient use of resources and stay updated on trends in children’s literature, teacher training, and library practices.	
Key Accountability:		
1.	Lead the Parag Initiative under the Education theme.	
2.	Identify and build partnerships as required for program implementation.	
3.	Manage necessary processes to finalize grants, agreements and implementation plans.	
Stakeholders		
Internal	Education team members, Horizontals and support teams	
External	Grantees, Donors, Government & Non-Government bodies	
Competencies:		
<ul style="list-style-type: none"> Deciding & initiating Adhering to principles & values Persuading and influencing Strategic thinking Agility 		
Knowledge & Skills:		
<ul style="list-style-type: none"> Understanding of literacy acquisition and development (desirable). Strong understanding of quality children’s literature in India and key players in the domain. Expertise in elementary education, the role of libraries, and teacher professional development. Strong command of English and Hindi (proficiency in any other Indian language is desirable). 		
Experience:		
<ul style="list-style-type: none"> 12 – 15 years’ experience of working in the development sector in education, with 5 years in leadership roles. 		
Qualification:		
<ul style="list-style-type: none"> Master’s degree (preferably in Education or Development Studies or Social Sciences) 		