



## Operations Manager at Just For Kicks

### Summary

If you are expecting a full-blown 'job' description, you might want to close this tab right away; we wouldn't want to disappoint you. We are a not-for-profit start-up, one that is on the road less-travelled making a genuine attempt to change the attitude towards sports in India. Much like the work we do, our idea of 'work' (if you'd like to call it that) is different. We are fun, we're a bit crazy, mad about sports, worried about education, and wear our heart on our sleeves. If you relate to any of that, keep aside a couple of minutes - we'd like to tell you what we do and why we might like having you on board.

### About The Organisation

With the motto #EveryonePlays, Just For Kicks intervenes in low-income public and private schools to enable children to succeed socially and professionally while leading healthier lives through its life skills program using football. It also serves as a launchpad for grassroots talent given its school-based intervention model.

Since its inception in 2011, Just For Kicks has impacted children in over 100 low income private and municipal schools. In 2018-19, Just For Kicks will be working with around 6,000 children in Bangalore, Chennai, Hyderabad, Mumbai, Pune, and Dharwad (Karnataka) – developing critical life skills and football skills, providing necessary resources to play and organising a JFK League for all children to learn and play simultaneously.

Among all the organisations that harness the power of sport to bring about change, we are one focusing on an **in-school intervention model**. We believe in working with children when they begin school to enable child retention, life skills development, fitness improvement, and ultimately – academic success. We start working with children at the age of 7 and continue supporting the same child all the way up until 16 years of age, providing a minimum intervention time of 6 to 8 years. Our in-depth attention towards each child has a significant impact on the child's approach towards school, which causes a positive effect on attendance and dropout rates.



### **Our Operations Manager role includes but is not limited to:**

1. Understanding every aspect of the Just For Kicks curriculum and philosophy to effectively and efficiently deliver the Program (operations and logistics) at the given location.
2. Leading all School Operations - coach timetables, MOUs, parent engagement sessions, student data, purchases and payments, stakeholder engagement, and coach attendance.
3. Co-planning & executing events within your location and in other JFK locations; coming up with new ways for us to engage with partners & supporters.
4. Co-planning & executing the JFK League in the city, including aspects like venue, format, fixturing & scheduling, as well as all events associated with other EL programs.
5. Maintaining all internal organisational documentation, finances & budgeting. Keeping track of deadlines, tasks, and deliverables and ensuring accountability.
6. Developing partnerships to improve quality of Program, foster organisation growth, and increase impact on child, team, and school.
7. Planning and co-creating all essential communication to schools that are part of the Program and its operation/execution.
8. Working with Program Manager/s & City Lead on a daily basis to ensure internal alignment and smooth execution of Program.
9. Recruiting coaches and event management crew with support from your city team.
10. Collaborating on other org-wide projects along with other members of the team; can potentially have a functional focus.

### **Skills and Qualifications**

We are looking for individuals who have a strong value system, bring in incredible passion for alternative education methodologies like football or music, and are comfortable being self-starters. We do not believe in having a cubicle or an office to work out of, but this means that our entire team needs to have the ability to manage their time and resources most effectively. Previous leadership positions will be of incredible advantage as the role requires management of a team.



**Experience:** 2 - 6 Years

**Locations:** Pune      **No. of Vacancies:** 1

If you're up to the challenge, write to us at [everyoneplays@jfkindia.org](mailto:everyoneplays@jfkindia.org) with your CV and answers to the following questions:

1. Why do you want to join JFK? In the response, please try to elaborate on why specifically our organisation as opposed to others.
2. How do you see yourself grow professionally in your role and in an organisation like JFK?
3. What will you bring to the table at JFK? How does JFK fit into your overall long-term plans?