



About Peepul

Peepul is an education-focused non-profit. **We dream and work towards creating an education system in India that enables 'every child to realize his/her potential.'**

We work closely with governments at the national, state and Corporation levels to transform government schools and government systems. The poorest children in India study in government schools and too many of them are falling through the cracks. We are determined to ensure that they receive a high-quality education to help them succeed in life.

We are restless, resilient, and reflective. We aim high, we innovate, we work smart, we work as a team, and we use rigorous research to inform our work. We run systemic education programmes that, together, ensure that we adopt a holistic view towards improving state education systems.

- i. **Exemplar Schools:** we run exemplar schools in partnership with the government to show what 'great' looks like. Starting with one school with 9 children in 2015, we now have a network of 3 schools that directly impact ~1,000 children.
- ii. **Systemic Interventions:** we create systemic influence through large-scale interventions such as teacher training, capacity building of government education officials, working with district and state-level training institutes and advising on policy reform.
- iii. **Government Policy and Advisory:** we advise state governments on improving governance and accountability structures through our work on quality assurance, levers for school improvement and knowledge as practitioners of quality improvement.
- iv. **Thought Leadership:** we recognize the criticality of institutionalizing and codifying our best practices, content, and processes so that they can be standardized, scaled, and can be adopted by government systems to improve government schools as well as shared more widely with the education ecosystem in India.

We are a fast-paced organisation that aims high. This year, we are broadening our reach to additional states and Corporations with the aim of working with 2,500 schools, 15,000 teachers and 100,000 students in 2020. By 2023, we will reach 1,000,000 students, 30,000 teachers and 10,000 schools.

Website: <http://peepulindia.org/>



Job Description: Director Operations

Reports to: Chief Executive Officer
Location: South Delhi
Start date: Immediate
Salary: Commensurate with experience

Peepul is looking for Director Operations to build on our success to date and help build a strong foundation for our future growth and ambitious scale plans. The Director Operations will be a key member of the senior leadership team. Reporting to the Chief Executive Officer, this is an incredible opportunity to shape the trajectory of an organisation, manage a high-quality team, build strong organisational processes, and support the design of at-scale education programmes.

If you combine a passion for transforming the quality of education in government schools in India, with the experience and technical skills to deliver operational success and the resilience and drive needed to work in a fast-paced, agile work environment, this role is for you.

Role description

The role of Director Operations is critical to our success. Reporting to the Chief Executive Officer, the candidate will be accountable for establishing and delivering excellence across our corporate functions (Finance, IT, HR, etc.).

Key Responsibilities:

To contribute, as part of the Senior Management Team, to the wider strategic development of Peepul.

- To ensure the strategic agenda is effectively translated into clear operational plans.
- To provide advice and challenge to the Chief Executive Officer and other Directors on programme management and execution as a member of the Senior Management Team
- To build strong working relationships with all senior leaders within Peepul, developing a deep understanding of the organisation's mission and aligning its principles and practices across countries.
- To work effectively with Peepul's board members, ensuring regular and accurate reporting on organisational performance.



To oversee exceptional service delivery to Peepul's programmes.

- Construct network-wide systems that strike the most effective balance between central efficiency and schools operating independently where needed.
- Drive efficiency in services provided to programmes ensuring Peepul is able to deliver best value for money and remain within tight operational budgets.
- Roll out effective processes across multiple areas of operations
- Develop and maintain constructive working relationships within the team

To establish and provide effective leadership and management of Peepul's central operational functions.

- Oversee the development and implementation of the financial and other operations (HR and recruitment, IT, Facilities and Governance) of Peepul; to establish effective systems to enable us to manage a network of high performing schools and run other successful education interventions.
- Recruit, support, line-manage and develop highly effective teams in each functional area and school-based operational staff where needed.
- Develop systems to ensure the effective use of data across the organisation, developing appropriate tracking metrics to ensure high-quality service delivery.
- Provide leadership on cross-organisational working, encouraging greater collaboration across functional teams to ensure the provision of coherent, joined-up services.

Person specification

This is an exciting opportunity for a highly motivated individual to play a key role in helping us achieve our bold vision for the future. Director Operations will be a leader of exceptional calibre with the flexibility, tenacity, and enthusiasm to establish a high performing, fast moving, creative environment.

The successful candidate will demonstrate the following skills, attributes, and experience.

Experience

- A track record of providing strong strategic and operational leadership in a rapidly growing commercial or charitable organisation.
- Proven success in managing multi-functional teams, including finance, in dynamic settings.
- Extensive experience of working with senior internal and external stakeholders.
- Experience of developing effective operational services to support the delivery of wider strategic goals.



Skills and Knowledge

- A detailed understanding of service excellence with the leadership skills to foster a strong service ethos across the central team.
- The intellectual flexibility to participate fully in shaping the strategic and operational future of the network, working with all the senior colleagues in India.
- Strong analytical skills with the ability to spot pragmatic solutions to operational challenges.
- An ability to work successfully under pressure with the capacity to manage competing priorities.
- Exceptional stakeholder management skills with a proven ability to build strong, sustainable relationships with a wide range of individuals.

Personal attributes

- A passion for education and a genuine commitment to Peepul's mission and values.
- The tenacity, flexibility, and resilience to adapt rapidly to changing priorities in a fast-moving, complex environment.
- High levels of personal impact with the ability to command the respect of wide range of senior stakeholders.
- Significant personal drive, energy, ambition, and enthusiasm.

Language skills

- Fluency in English and Hindi

Other factors to consider

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils. This role will be subject to enhanced background checks.
- Willingness to travel internationally and when necessary, work outside normal working day for public and other meetings and to achieve deadlines

Recruitment Process

Application Process

To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to recruitment@peepulindia.org with a cc to sonali.soni@peepulindia.org, **ensuring you specify the role you are applying for in the subject line of the e-mail**. Please include the details of at least two referees within your application.



Selection

The selection process will involve written tests/assignments and interviews with the senior management team and Advisory Board of the organization.

Reference checking & Probation

As you will be working with children this role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months. presented in the role description and person specification.

More about Peepul

Who we are and how we work:

One principle unites us in all our endeavors: we put children first.

We believe that all children should have choices in life. And we must fight to make this happen. Sometimes that means making difficult decisions – we will have to say or do things that are hard for us and for other people.

All our actions are driven by what is best for the children we work for.

We are:

Restless

We are proud of our achievements but know that there is so much still to do. So, we never stop striving, and we are ready for new challenges. We will work on new projects, in new communities, wherever we think we can make a difference. We are never complacent.

Reflective

We are self-critical. If we think we could have worked in a better or smarter way, we acknowledge that and learn from it.

Resilient

We know that our task is not an easy one. But we are determined to transform children's lives, despite setbacks. When we encounter obstacles, we do not give up. We are tenacious and will see things through.

When we work, we:

Aim high

We have the highest expectations. We ask everyone to give their best in everything they do. The children at our schools are expected to aim high, and the staff at Peepul does the same. We do not accept excuses, and we do not make excuses.



Use rigorous research

We use the latest research and data in all our work, and we scrutinize our results. Our approach is evidence-based, and we direct our resources to those projects that we are sure will make a difference.

Work smart

We work hard to achieve our aims. But, more important, we work smart.

We are systematic, seeking models that are already successful and finding ways of building on that success. We share our expertise – between teams, between schools, across the world. This way, we maximize our results.

Work as a team

Tough challenges take grit and determination, and teamwork too. None of us can succeed on our own. We need to support and learn from each other, and we work best when we work as a team.

Together, we make the biggest difference.