



ROLE PROFILE

Job Title	Social Finance Associate, India
Reporting to	Social Finance Manager
Line Management responsibility	None
Location	Ideally Delhi or Gurgaon, but open to flexible working
Summary	
<p>About the British Asian Trust's Social Finance Team</p> <p>Our Social Finance practice started in 2017 and in 2018 we launched the world's largest education Development Impact Bond (called Quality Education India Development Impact Bond) in India with global and domestic partners. Over the last three years we have developed extensive experience in driving new outcomes focused projects with philanthropists, donors and implementation partners. Most recently, we launched LiftEd, our most ambitious social finance project to date addressing Foundational Literacy and Numeracy (FLN) in India, built on the success of programmes like our Quality Education India Development Impact Bond.</p> <p>We aim to encourage the development sector in South Asia to focus on financing approaches and tools that are linked to and incentivise the achievement of social outcomes, with a deep belief that innovative approaches to aid and philanthropy can improve international development and social outcomes. We work in collaboration with external partners on all our projects and are committed to an agile and entrepreneurial approach and making a deep impact in South Asia.</p> <p>We are also committed to building the market for this work in the region by investing in outcomes readiness projects, driving partnerships with local Government stakeholders and contributing to research and evidence to grow the field. Our work builds on the British Asian Trust's long and rich experience of working in South Asia, particularly India, Pakistan and Bangladesh.</p> <p>We are now looking for a new member of our Social Finance Team in India. We are seeking an Associate to help us expand our work in India and the wider South Asia region. Our portfolio includes several programmes in education and skilling, and we are exploring new sectors including climate. We have set up innovative instruments including impact bonds, accelerator, performance linked grants etc.</p> <p>Job purpose</p> <p>This role will be critical to ensure successful delivery of our existing social finance initiatives in India, especially for our partnership building and policy and advocacy efforts.</p> <p>You will be responsible for:</p> <ol style="list-style-type: none"> Programme management (with a focus on LiftEd) <ul style="list-style-type: none"> Oversee day-to-day implementation of projects, including administrative tasks, donor reporting, processing payments etc. Support in managing stakeholders, including donors, implementation partners and evaluators, including convening regular meetings, setting the agenda, minutes, following up on actions Support in communications efforts as needed, including writing and preparing briefing materials, event planning etc. Monitoring, Evaluation and Learning (MEL) 	

- Lead day-to-day work on MEL, which includes coordination with MEL partners and implementation partners, reviewing tools and reports, going to field when needed, troubleshooting when required
- Lead on data analysis, data management, and any quantitative research.
- Support on crafting the learning agenda and implementing the various strategies, including desk research, primary research, data analysis, authoring reports etc.
- Support other teams with desk research, case studies, authoring articles and papers on various aspects of the project

3. Overall operational support to the team:

- Support on any team-related reporting such as periodic project updates, progress, budget reports for internal committees
- Support on any communications or events support for the Social Finance team
- Support on meeting management, note taking, briefing notes etc

Job-related knowledge, skills, and experience

We think you will be a successful candidate if you have:

- Graduate in any discipline with at least three years of full-time work experience in a fast-paced environment, demonstrating a consistent ability to deliver against project plans on time
- A collaborative mindset and the ability to engage effectively with diverse stakeholders and partner organisations
- Understanding of Monitoring, Evaluation, and Learning (MEL), with excellent numeracy skills and confident with data collection, analysis and data management
- Understanding of development issues in India is desirable, especially the education/FLN sector
- Experience of conducting desk research
- Strong analytical and logical reasoning skills
- Commitment to maintaining quality through **meticulous attention to detail**
- An excellent track record of time management and taking ownership
- Excellent communication skills (written/verbal) and interpersonal skills (listening/empathy)
- Agility and flexibility towards evolving responsibilities and project pivots / changes
- A collaborative approach and ability to work with global / cross cutting teams
- The ability to build and manage strong working relationships with people across teams
- Are committed to creating a diverse, equitable and inclusive work environment and a good fit with British Asian Trust values and behaviours.

The British Asian Trust is committed to offering you training and development support, mentorship opportunities, the opportunity to work in a vibrant environment with colleagues in the UK and South Asia, and a competitive salary. All new staff have a buddy in place to help them learn about life at the British Asian Trust.

If you are interested in applying, please send a CV and a short covering letter, no longer than two sides of A4, explaining how you meet the criteria and why you would be the best person for the job and a sample of an external publication authored by you by 20th March 2025.