



PAN: AANTS2724E & Registration Number: 62 / 2013

Managing Trustee: Ms. Vijayalakshmi Srinivasan

80 G Number: DIT(E).No.2(604)/13-14

SOULFREE INSPIRE CENTRE
(India's First INtegrated SPInal REhabilitation Centre)
JOB DESCRIPTION

Role Title	: Centre Head
Reports To	: The Founder Trustee / CEO
Reportees to the Position	: 5 to 6
Total number of employees	: 40 - 60
Location of the role	: Tiruvannamalai
Nature of Organization	: Public Charitable Trust
Nature of Engagement	: Full time – Honorary position
Remuneration	: Suitable Honorarium Based on The Profile

Job Role In Brief:

The **Centre Head** will oversee the INSPIRE Centre's operations – primarily responsible for the Centre's effective and efficient operations and adherence to ethical practices, maintaining the brand equity and aligned to the vision and mission of the Trust.

Will include Administration, Human Resources, Public Relations and administrative supervision of the Medical and Paramedical matters.

Responsibilities:

- Design the Centre's activities in consultation with the Founder Trustee / CEO and develop implementation plans and procedures and implement the same.
- Develop impact metrics in consultation with the Founder Trustee / CEO and take actions to achieve the target impact metrics.
- Establish policies and processes that promote a positive work culture (high-performance, high-dedication, inclusive, empathetic), aligned with the vision of the Trust.
- Oversee daily operations of the Centre and the work of the staff / executives; evaluate performance using data and metrics.
- Ensure cost effective operations of the Centre.
- Develop and implement daily / weekly / monthly / annual performance reports to the Founder Trustee / CEO.
- Support Founder Trustee / CEO in fundraising ventures; assist in donor relationship management.

Address: Soulfree INSPIRE Centre, old GH compound, Thiruvannamalai – 606601

Phone: 04175-298079 | **Mobile:** 9994282299 | **WhatsApp:** 9994477147

Email: admin@soulfree.org / preethi@soulfree.org | **Web:** www.soulfree.org

Facebook and Insta: SoulfreeTrust | **Twitter:** @Preetistan





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- Lead expansion activities / new initiatives (alliances / MoUs etc.) pertaining to the Centre.
- Identify and implement technological solutions that will help the Centre to achieve efficiency, effectiveness, and excellence in its operations.
- Network, Manage, Leverage relationships with other not-for-profits, vendors, and other agencies to support the Trust's objectives and performance with reference to the Centre's operations.
- Apart from the INSPIRE Centre activities, focus must also be applied on Soulfree's other projects like existing outreach programs as well as its research and development goals
- Understand and absorb Soulfree's vision; plan and implement frameworks so that the Centre's operations and performance are aligned to the vision of Soulfree.

Candidate Profile:

- Experience in a senior position in any corporate or not-for-profit organization with experience in / exposure to HR, Finance, Administration, Strategic planning, data analysis, performance / operation metrics, IT, etc.
- Outstanding organizational and leadership abilities, problem solving and decision-making skills, business acumen, communication skills, people skills and exemplary ("role-model") work ethics.
- Experience in fundraising and public speaking will be a plus.

Role Challenges:

- The Mission of the Trust is to make a positive difference in the quality-of-life of those who have experienced life altering accidents / conditions that have paralyzed them for life. Our efforts in the space of Spinal Cord Injuries (SCI) are not only to help them to survive but also help them to thrive through training on how to live in the new body. This means dedicated 24 x 7 care to them at the initial stages of rehabilitation. Hence, SOULFREE only seeks candidates who are passionate about the Mission of Soulfree.
- If you are the one who deem this as an obligation and not a job, then you are most welcome to join this crusade. It is for all purposes, a 24X7 role dealing with lives of humans who need compassion, empathy, and grace.
- If you feel driven to serve a greater purpose in life and are passionate to bring your services, skills, passion, and experience towards the fulfilment of Soulfree's vision, please send your CV to hr@soulfree.org.

ABOUT SOULFREE: (You can know about us more from: <https://soulfree.org/>)

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