# ASSISTANT MEMBERSHIP GROWTH MANAGER

## Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Assistant Membership Growth Manager</th>
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</thead>
<tbody>
<tr>
<td>Position Concept</td>
<td>The Assistant Membership Growth Manager is a contractual post (Project based), responsible for the coordination between the National Headquarters and the State Headquarters on membership growth related matters of the Bharat Scouts and Guides. Furthermore she/he should ensure that the set targets are achieved within the given timeframes.</td>
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</tbody>
</table>

**Principal Responsibilities**

- To help MGM to analyze the BSG's current situation in the area of membership.
- To assist MGM for successful implementation of the BSG's growth strategy within the National Headquarters and with the State Headquarters.
- To assist MGM for monitoring and evaluation of the progress on the implementation of national and state growth strategy.
- To help MGM to prepare periodic reports on membership growth.
- Coordinate and communicate with State Coordinators on matters.
- Related to Membership growth of BSG.

<table>
<thead>
<tr>
<th>Term of appointment</th>
<th>One Year and could be extended</th>
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<tr>
<td>Report to</td>
<td>Membership Growth Manager</td>
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**Responsible to**

1. Chairman - National Membership Growth Committee  
2. National Membership Growth Coordinator/Director, BSG  
3. Secretary - National Membership Growth Committee  
4. Membership Growth Manager

**Personal Profile**

- Graduation in any stream.
- Have a good knowledge of MS Office and Internet; with special skill of PPT presentation.
- Able to communicate in English, oral and written form.
- Ability to develop project proposals and its implementation.
- Ability of write a report.
- Have good communication skills.
- Preference will be given to Rashtrapati Awardess of BSG or HWB Holders or above.
**Analyst cum Data Entry Operator for Membership Growth Cell**

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<tr>
<th>Position Title</th>
<th>Analyst cum Data Entry Operator for Membership Growth Cell</th>
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<tr>
<td>Position Concept</td>
<td>The Analyst cum Data Entry Operator is a contractual post (Project based), responsible for collect and handles the data operations, generates reports from data interpretation and share the results of the analysis with management, who use it to make strategic changes and improvements in the organisation.</td>
</tr>
</tbody>
</table>
| Principal Responsibilities | • Designing and maintaining data systems and databases of BSG  
• Collecting youth data of the country from different sources  
• Interpreting gathered data and analyzing it  
• Prepare and Submitting reports to the MGM  
• Helping the MGM and other team members to achieve the National target |
| Term of appointment | One Year and could be extended |
| Report to | Membership Growth Manager |
| Responsible to | 1. Chairman - National Membership Growth Committee  
2. National Membership Growth Coordinator  
3. Secretary - National Membership Growth Committee  
4. Membership Growth Manager |
| Personal Profile | • Graduation in any stream (Preference for Graduation with economics or statistics)  
• Have a good knowledge of MS Office along with spreadsheet tools such as Microsoft Excel or Google Sheets etc. and Internet  
• Have special skill of PPT presentation  
• Able to communicate in English, oral and written form  
• Have strong analytical skills  
• Have report writing and presentation skills  
• Have good communication skills  
• Preference will be given to Rashtrapati Awardess of BSG or HWB Holders or above. |
**Data Entry Operator for Membership Growth Cell**

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<tbody>
<tr>
<td>Position Concept</td>
<td>The Data Entry Operator is a contractual post (Project based), responsible for update and maintain information of the Bharat Scouts and Guides databases and computer systems in membership growth cell.</td>
</tr>
</tbody>
</table>
| Principal Responsibilities | • Collecting and entering data in databases  
• Maintaining data systems and databases of BSG  
• Maintaining accurate records of valuable information  
• Helping the Analyst and AMGM and other team members to Achieve the National target  
• Keep information confidential  
• Comply with data integrity and security |
| Term of appointment | One Year and could be extended |
| Report to | Analyst and Assistant Membership Growth Manager |
| Responsible to | 1. Membership Growth Manager  
2. Assistant Membership Growth Manager  
3. Analyst |
| Personal Profile | • Graduation in any stream  
• Have a good knowledge of MS Office along with spreadsheet tools such as Microsoft Excel or Google Sheets etc. and Internet  
• Have special skill of PPT presentation  
• Able to communicate in English, oral and written form  
• Have data entry skills  
• Have typing speed and accuracy  
• Preference will be given to Rashtrapati Awardess of BSG or HWB Holders or above |