**Job Description**

**HCLFoundation invites applications for the post of   
Programme Officer – Sports for Change by HCLFoundation**

*Please note: We are an inclusive organization and encourage applications from people of diverse backgrounds*

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| Vacancy released by | HCLFoundation |
| Vacancy code | HCLF/JD/PO/SFC/28012025 |
| Date of posting | January 28th , 2025 |
| Last Date to Apply | February 14th , 2025 |
| Location | Noida |

**About HCLFoundation**

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programmes. HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programmes, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit (Environment Action) and four special initiatives of Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – https://[www.hclfoundation.org/](http://www.hclfoundation.org/)

**Vision**

To be the source code for sustainable socio-economic and environmental development.

**Mission**

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

**Links**

HCLFoundation: <https://youtu.be/EkxVM856rHk>

Uday: <https://youtu.be/eMRYLnEun4s>

# “Sports for Change” initiative of HCLFoundation

# HCLFoundation’s flagship initiative, ‘Sports for Change’, recognizes the contribution of sports towards personal and social development. It works towards harnessing the positive transformative potential of sports by increasing access and participation in sport at the grassroots.

# ‘Sports for Change’ views sports as tool for progress and leverages the potential and capacity of sports to foster inclusion and bring people together. As part of this initiative, HCLFoundation empowers young leaders from disadvantaged communities by channelizing their energy towards play and sports. We identify, train, and nurture talent and excellence in sports while making opportunities for play and physical education accessible to children and youth from the urban slum communities. It is an approach based on the belief that play or sport is not just an end in itself but also an effective way to help achieve larger development goals.

# ‘Sports for Change’ started as a volunteer led movement wherein passionate HCLites devoted their time and skill towards identifying and honing sport talent from the urban slum communities with support from the HCLFoundation team. Over the years, we have been able to successfully train 6500+ students in various sports such as athletics, karate, chess, carom, badminton, volleyball, football, kabaddi etc. Students have represented and won accolades at the District, State and National Level Tournaments.

# In 2016, HCLFoundation launched an Annual National Level Sporting Event under the banner of ‘Sports for Change’. Every year, children and youth who have been part of HCLFoundation supported projects from across 11 cities contest to participate at the national level event. Regional qualifiers are organized to identify the most promising sports talent who represent at the National Tournament. The best performing players at the National Tournament are also awarded Sports Scholarships which supports their academic training as well as sports training through provision of coaching, sports gear and membership to sports clubs and facilities along with a small nutrition

# grant to support a healthy diet for the athletes. These scholarships are sponsored entirely through the voluntary payroll contributions made by HCLites under the Power of One program.

# So far, 5000+ children and youth from various states of India have participated in the National Level Sports for Change Tournament and 100 Sports Scholarships have been awarded across various sporting categories to promote excellence in sports.

# Overview The incumbent will be responsible for planning and execution of Sports for Change competition under HCLFoundation’s urban flagship Program – ‘HCL Uday’ across locations. Responsible for end to end implementation of Sports for Change competition. The incumbent will report to Manager

# Roles & Responsibilities

* Research on all government scheme related to sports.
* Effectively working on creating Monthly/Quarterly/Yearly reports on “Sports for Change Special Initiative”.
* Closely working & Creating Case Studies on our beneficiaries.
* Quarterly research on High Performance & Indicators.
* Closely Working on Standard Skill and Fitness Assessments.
* Strategically plan the complete Sports for Change competition
* Implementing Sports for Change District/State/Regional & National competitions across India.
* Handle logistics like participant travel, accommodation, Food, etc. during the events.
* Network with State/District Associations and ensure regular participation of talented students in the events happening in respective states.
* The role would require extensive travel across India.
* Effective engagement of HCL employees at “Sports for Change” competition through creative and engaging strategies (employee volunteering).
* Communication and coordination with existing partners and internal teams

**Attributes and experience:**

* 2-4 years of experience working with sports associations, agencies, NGO’s, Sports Foundations working in organizing Sports events, especially for children. Candidate having prior experience is mandatory.
* Should have planned & implemented large scale sports events for children
* Management & organizational skills: well organized and able to coordinate a wide range of concurrent activities, prioritizing workload effectively to meet deadlines. Self-motivation to act independently and also to work collaboratively in a team. Able to read and interpret instructions, policy, procedures, program information, etc. and provide guidance to others regarding implementation and application, as well as identify areas of improvement.
* Communication skills: ability to network well and collaborate/ liaise with other stakeholders including District Administration and other Departments/ Agencies. Flexibility and adaptability to respond to changing circumstances.
* Ability to independently deliver on time, to work with a range of stakeholders, to perform in a corporate environment and to present the work at various forums.
* Computer Literacy: high proficiency in Microsoft Office (especially Word, Excel, PowerPoint and Outlook).
* Fluency in English is must.

**Qualifications and Skills:**

* Sports Management /M.P.Ed or equivalent course from an authorized university.
* Candidate must have represented at National or International Level in Kabaddi.
* Excellent management and organizational skills along with strong quantitative skills.
* Flexible, self-motivating, able to manage multiple tasks efficiently, and team player.
* Ability to deal with unstructured and changing environments.
* Excellent verbal and written communication skills.

**Remuneration:** Salary commensurate with experience.

# How to apply:

* + Please submit your CV with the subject line as per location mentioned below

“Your name\_ HCLF/JD/SFC/Noida/PO/28012025”

* + Send your application to [priyanka.mishra@hcltech.com](mailto:priyanka.mishra@hcltech.com) with a cc to [manu.khanna@hcltech.com](mailto:manu.khanna@hcltech.com)
  + Only shortlisted candidates will be contacted.