JOB DESCRIPTION

Opening for: Consultant Training Coordinator

Program: Prevention of Violence against Women and Children – Strategy and Implementation

Role Reports to: Associate Programme Director

Job Location: Dharavi, Govandi and other areas of Mumbai as required

ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai’s most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM

THE PROGRAM – PREVENTION ON VIOLENCE AGAINST WOMEN AND CHILDREN

SNEHA’s Program on Prevention of Violence against Women and Children aims to develop high-impact strategies for primary prevention, ensure survivors’ access to protection and justice, empower women to claim their rights, mobilise communities around ‘zero tolerance for violence’, and respond to the needs and rights of excluded and neglected groups. The Program prioritises enhanced co-ordination of the state response to crimes against women through convergence approach that works with government and public systems to reinforce their role in assuring basic social, civil and economic security. Primary preventive interventions are carried out through community outreach programs and campaigns. Secondary interventions for survivors of violence are provided through a comprehensive service-oriented system.
DUTIES & RESPONSIBILITIES

Development of modules for community volunteers:

- Understanding training needs of different community volunteers – gat members, mitra, case-work sanginis, PLV sanginis, trainer sanginis and other stakeholders
- Conducting literature review for designing training sessions
- Designing training curriculum and sessions
- Preparing training budgets and training expense vouchers
- Designing pre-and post-evaluation tools for modules
- Assisting the Associate Programme Director in designing training for other stakeholders

Conducting training and training other trainers

- Prepare a training calendar for the program
- Conducting some trainings
- Build capacity of trainers in conducting trainings on-ground
- Design an observation metric to provide feedback to trainers
- Observe and provide feedback to trainers
- Conduct refreshers with trainers

Design BCC Materials

- Design BCC materials in written, audio or video format to support the retention of training modules
- Design BCC materials for campaigns

Documentation

- Documenting training reports
- Observe field intervention and document thematic and skill-related feedback for improving modules

Staff Capacity building

- Understand training needs of staff
- Design and build capacity of staff members
EDUCATIONAL QUALIFICATION & EXPERIENCE

- Experience in literature review for design training curricula’s, assessment tools, planning, organizing, and delivery of training programs
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents
- Education to at least post-graduation level with exposure to work underprivileged communities
- At least 3 years’ experience in training and development sector
- Interest in gender-related issues
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.
- Willingness to travel within Mumbai

MANAGEMENT & REPORTING

- Reports to Associate Program Director
- Manage data capture, storage, analysis and reports
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

PERSON SPECIFICATION REQUIREMENTS

ESSENTIAL

- Effective Communication, personal and interpersonal skills
- Good Documentation and reporting skills
- Strong strategic skills – understanding the project, making complex decisions, and innovating
- Getting organized and ensuring results within timelines
- Effective team management
- Effective delegation – setting clear expectations, tracking progress and communicating information
- Strong conflict resolution skills

DESIRABLE

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community development

APPLICATIONS

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: “Consultant Training Coordinator PVWC”