JOB DESCRIPTION

Opening for: Program Coordinator (Community Intervention)

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

Role Reports to: Associate Programme Director

Job Location: Govandi

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 a convergence approach that works with government and public systems to reinforce their role in ensuring 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

- Ensure the Implementation of Community Stewardship model with a sustainability lens
- Leading & overseeing intervention activities in the community: community action, group meetings, training sessions, management of volunteers, fellowship projects and organizing events and campaigns.
- Liaise with police, public health providers, and other organizations in the intervention areas.
- Plan and support the meetings and work of the various groups and bodies associated with the program at the preventive and addressal level of GBV interventions.
- Close monitoring and Supervision of activities in the community.
- Training, mentoring, and appraisal of intervention team members.
- Monitor the milestones of the intervention process as planned in the program, evaluate, and rectify problems.
- Ensure efficient and effective data collection and reporting by the intervention team.
- Ensure the confidentiality and anonymity of the beneficiaries in the project.

COMMUNITY COMPONENT

- Coordinating and ensuring community mobilization to organize campaigns, trainings, meetings, visits.
- Assisting the team in providing an expeditious response to cases of gender-based violence and ensuring follow-up with the volunteers and the community team.
- Ensure that there is constant collaboration between the counseling and community teams, particularly with regard to cases and referrals.
- Capacity-building of Sanginis – designing an advanced programmer and conducting sessions for the Sanginis of Dharavi and Govandi.
- Maintain documentation required in the project; preparation of tables and charts in Word, Excel and PowerPoint, and make presentations internal and external of the work and progress on the project
- Writing project reports, overseeing data entry and data quality entered by community teams into smartphones, analyzing progress and implementation of projects.
- Writing proposal for the next phase of community intervention on GBV based on the experience gained by rolling this community stewardship model

FINANCE, HUMAN RESOURCES, AND ADMINISTRATION

- The Coordinator oversees finance, human resources, and administrative functions, including
- Preparing a monthly activity plan and budget
- Manage project budget(s) and maintain accounts.
- Ensuring that voucher submission and accounting timelines are met by team members.
- Ensuring that staff members are trained for their roles as well as ensuring personal development.
• Supervise the team: train, mentor, and conduct appraisals of team members.

EDUCATIONAL QUALIFICATION & EXPERIENCE

• Experience in managing teams, implementing projects and working in a community setting is preferred.
• 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 with underprivileged communities
• At least 5 years work experience in operational planning and implementation of project plans.
• Demonstrated ability to trouble-shoot technology related problems in the field.
• Effective training skills and excellent communication skills, including documentation.
• 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 ijp@snehamumbai.org with Subject line: “Position Name Program Coordinator (Community Intervention)”