

## **JOB DESCRIPTION: TRAINING COORDINATOR – SNEHA KNOWLEDGE CENTRE (SKC) PREVENTION VIOLENCE AGAINST WOMEN AND CHILDREN**



### **ABOUT SNEHA**

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment, Adolescent Health and Sexuality, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

### **ABOUT THE PROGRAM**

SNEHA's Program on Prevention of Violence against Women and Children (PVWC) 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. Using a socio-ecologic model as a framework for action at different levels to prevent violence, the program works on primary prevention, secondary intervention and tertiary prevention.

### **ABOUT THE PROJECT**

The SNEHA Knowledge Centre is an initiative to strengthen the health promotion and violence prevention ecosystem for women and children in India through the development, scaling and sharing of evidence-based solutions. The Knowledge Centre has operationalised three major components of its work: (1) The SNEHA Academy, (2) Partnerships and Scaling and (3) Collaborations and Outreach. SNEHA will offer online and offline courses, customised training and strategic advice to other partners.

Through this hybrid centre (online and offline), SNEHA will work with various groups of government, civil society organisations, private sector, media and academic institutions to bring the issue of health promotion and violence prevention to the forefront. The digital platform will compile national and international resources, provide customised training packages, and enable collaborations, while the offline activities will include providing strategic advice and support to community-based organisations, incubating projects in violence prevention and health promotion and networking with different stakeholders in the space. This initiative draws upon SNEHA's expertise in the field of health research and programming over the last twenty-five years and is crucial to building system-wide collaborations and co-learning in the field of health promotion.

We are looking for a committed and qualified candidate interested in coordinating the training component of the above-mentioned components of the SNEHA Knowledge Centre.

## “WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.




**If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!**

For detailed Information visit our website: [www.snehamumbai.org](http://www.snehamumbai.org) and follow us on:

SNEHA - SOCIAL MEDIA HANDELS	
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	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/@snehamumbai">@snehamumbai</a>

## PROFILE SNAPSHOT

### Designation: Training Coordinator

-  **Role:** The role entails seeking out organisations for offering technical trainings to various government and non- government institutions, along with facilitating training through the SNEHA Academy, Partnerships and Scaling and Collaborations and Outreach components of the SNEHA Knowledge Centre.
-  **Educational Requirement:** MPhil/Master’s degree in Gender Studies/ Women Development
-  **Experience:** At least 5 to 7 years of experience of training in gender
-  **Location:** GTB. He/She will travel in different locations of India as per the training requests received by the program. Travel within Mumbai and outside mandatory for this role.
-  **Reports to:** Program Director
-  **Apply:** Applications are to be sent via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with the Subject line: “Training Coordinator”

## DUTIES AND RESPONSIBILITIES

The Training Coordinator will work on five packages:

## ***Work package 1***

### **Seeking Training Partnerships**

- Maintaining regular outreach with different institutions and organisations to offer the program's training packages
- Creating opportunities for training by organising meetings with government, non-government and academic institutions to explore technical or scaling partnerships
- Understanding partner's need and conceptualising an overall training plan
- Reaching out to participants from different sectors to ensure enrolment in courses and training programs
- Finalising parameters of participation for courses and training programs and ensuring regular and clear communication to the participants enrolled
- Maintaining open communication with stakeholders regarding training activities.

## ***Work package 2***

### **Program Development**

- Creating and implementing training programs, including developing training materials, selecting training methods and ensuring alignment with the organisation's need.
- Ensuring training programs meet the governmental and non-governmental standards
- Updating and innovating different engaging methods of training offline and online
- Coordinate with vendors for incorporating the relevant materials through videos, audios and text summaries through learning management system

## ***Work Package 3***

### **Coordination and logistics**

- Organizing training sessions and managing schedules
- Ensuring smooth logistics, including venue equipment and materials
- Seeking the training budget, managing and tracking expenses
- Ensuring the communication about the training information or the course reaches the participant in time
- Ensuring the pre and post evaluation processes of the training are followed in time

## ***Work Package 4***

### **Training Facilitation**

- Facilitating online/offline trainings through training programs, workshops and courses offered under the SNEHA Academy
- Facilitating online/offline trainings with partner organisations through Partnerships and Scaling
- Facilitating online/offline trainings through Collaborations and Outreach to expand the reach of SNEHA
- Addressing participant's questions and queries in the entire training process
- Track employee participation and attendance for training sessions, ensuring that all required personnel attend.

## **Work Package 5**

### **Documentation**

- Maintaining records of the trainings conducted
- Process documentation and report writing of the trainings conducted
- Assessing the effectiveness of training through the administration of end line evaluation forms provided to the participants and received back in time for analysis
- Ensuring feedback of the training from the participants to evaluate the success of training and follow-up with them to assess application of the training

### **CRITICAL TRAITS**

- a) Effective communication, personal and interpersonal skills.
- b) Proven ability to manage the training package independently
- c) Implementation experience in the field of violence against women and children necessary

### **BEHAVIOURAL COMPETENCIES**

- a) Demonstrable self-starting skills and ability to complete projects.
- b) Sound values and work ethics
- c) Excellent organisational and planning skills

**“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”**