

## **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 Health and Sexuality of Adolescents, 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, mobilize 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 Community Stewardship model aims to create a community that actively addresses and supports the prevention of gender-based violence through robust community ownership. It is implemented through a multi- tiered approach: primary interventions, secondary interventions and tertiary interventions. This model, structured around community groups (known as gats), sanginis, mitras (men volunteers), and other community stakeholders, facilitates collective action to prevent violence and support survivors. The primary prevention interventions have been strengthened further through engagement of women's and men's groups, amplifying and strengthening our volunteer-base, collaborating with stakeholders, engaging youth in prevention activities, livelihood promotion and capacitating sanginis to deliver secondary interventions for survivors of violence. Our intervention with public systems has been strengthened by working in coordination with the Legal Aid Clinics through the development of paralegal sanginis / volunteers and with the police through training and sustained dialogue with the community and police personnel in our intervention areas. The program will work on exploring different ways to deepen the Community Stewardship model by working with couples and first-time parents, de-addiction and integration of maternal and child health into primary and secondary interventions in Wadala and Kurla.

## “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 HANDLES	
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	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
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	<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:** Coordinator-Training and Documentation

-  **Role:** The role entails facilitating training with various stakeholders in the program and documentation of overall program processes. The candidate will work across Mumbai and will travel in different locations as per the training requests received by the program.
-  **Educational Requirement:** Master’s degree
-  **Experience:** Relevant experience of at least 6-8 years in the social/Public Health sector
-  **Location:** Kurla, Wadala
-  **Reports to:** Program Director
-  **Apply:** Applications are to be sent via email to [belinda.menezes@snehamumbai.org](mailto:belinda.menezes@snehamumbai.org) with the Subject line: “Coordinator-Training and Documentation”
-  **Date of publishing:** 29<sup>th</sup> April 2025

## ***Work Package 1***

### **Program Planning and Implementation**

1. Creating and implementing training programs, including developing training materials, selecting training methods and ensuring alignment with the organisation's need.
2. Delivering training with various stakeholders: SNEHA staff, communities, public systems staff (ICDS, Health Workers, Police and Legal).
3. Ensuring training programs meet the governmental and non-governmental standards
4. Updating and innovating different engaging methods of training offline and online
5. Coordinate with vendors for incorporating the relevant materials through videos, audios and text summaries through learning management system

## ***Work Package 2***

### **Module Development**

1. Developing modules for the program intervention – group work, volunteer intervention, couple intervention, deaddiction interventions
2. Synthesize the modules for integration of interventions for the community stewardship intervention
3. Train the teams on conducting module sessions
4. Train the teams on writing case stories

## ***Work Package 3***

### **Documentation**

1. Participating in program events, meetings to document processes
2. Capturing and writing case stories through periodic field visits
3. Assisting in designing and developing need-based concept notes, and presentations for program related activities
4. Preparing various types of reports e.g. Monthly reports, Quarterly Reports, Annual Reports by compiling and analyzing field reports and data
5. Contribute in writing funding/ grant proposals, research proposals, concept notes
6. Translating documents from English/ Marathi to Hindi and vice versa

## ***Work Package 4***

### **Program and Organization work**

1. Conducting systematic review on topics required by the program
2. Develop frameworks and compile resource material for advocacy meetings
3. Contribute to the overall SNEHA communication strategies, reports and media activities
4. Prepare programme updates for social media, working in collaboration with Communications team.
5. Co-ordination with other domains in SNEHA like M and E, Communication, Fund raising as required

## **CRITICAL TRAITS**

1. Ability to conceptualize training designs and deliver them
2. Oral and written Command of English and Hindi

## **BEHAVIOURAL COMPETENCIES**

1. Achievement mind-set and an eagerness to take initiative
2. Effective Communication, personal and interpersonal skills
3. Ability to manage change and diversity
4. Enthusiasm for community engagement and field-based research
5. Sound values and work ethics

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