



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

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 prioritizes 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.

"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 and follow us on:

SNEHA - SOCIAL MEDIA HANDLES	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Consultant Coordinator Training

-  **Role:** Conducting literature reviews to support the design of training curricula and assessment tools, as well as in planning, organizing, and delivering training programs
-  **Educational Requirement:** Post-graduation level with exposure to work with underprivileged communities
-  **Experience:** At least 03 year of experience in training and development sector.
-  **Location:** Dharavi/ Govandi, willingness to travel within Mumbai
-  **Reports to:** Associate Program Director
-  **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: "Consultant Coordinator Training- Across Mumbai"
-  **Date of publishing:** 22nd April 2025

DUTIES AND 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 Program 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

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

CRITICAL TRAITS -

- Fluency in English, Hindi and Marathi.
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents.
- Interest in gender-related issues

BEHAVIOURAL COMPETENCIES –

- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.
- 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

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