



JOB DESCRIPTION

OPENING FOR: TRAINING OFFICER (CONSULTANT)

NAME OF THE PROGRAM: PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN

ROLE REPORTS TO: PROJECT DIRECTOR

LOCATION: DHARAVI

ABOUT THE PROGRAM

The SNEHA program on Prevention of Violence against Women and Children began in 2000 and now includes five counseling centers across Mumbai, linked with community mobilization, health services, police, and legal support. Primary preventive interventions are carried out through community outreach programs, campaigns, and use of mobile-based crowdsourcing technology. Secondary and tertiary interventions for survivors of violence are provided through a comprehensive service-oriented system.

Tertiary interventions also include enabling the police to provide a sensitive response to women and children facing violence through co-created guidelines; and facilitates a network between the police, local community and allied groups associated with the police to coordinate referral and support for survivors of violence.

The law enforcement agencies - the police - are included in the service-oriented system that provides secondary interventions for survivors of violence. Our work with the police involves trainings on gender and violence and survivor-centered response. In collaboration with Mumbai Police, we have embarked on a new initiative conducting a two-day training program with different cadres of police officers and constabulary across 92 police stations in Mumbai.

PURPOSE OF THE ROLE

Training Manager's responsibilities include managing, designing, developing and conducting all training programs under the program for Prevention of Violence against Women and Children. (PVWC) Candidate should have experience with various training methods, including on-the-job coaching, mentorship programs and e-learning. Experience with different projects, like management training and soft-skills development, is also essential. Specific areas of responsibility include training management: scheduling trainings, implementation, supervision of and guidance to team members, financial, administrative and human resources management. The incumbent also contributes to SNEHA-level operations and development of the organisation's vision and achievement of its goals.

DESCRIPTION

The post-holder will have the leading role in conducting the trainings across various projects of the PVWC program. They will have communication and presentation skills, together with the ability to organise and motivate others. They will demonstrate flair, enthusiasm, innovation and leadership when faced with challenges in the communities and will provide immediate response to local occurrences. The Training Manager should possess an understanding of gender, violence against women and children, and substantial experience in community mobilization project management.

The Training Manager reports to the Assistant Program Director, develops training materials in consultation with the Program Director, and maintains day-to-day contact with all his/her team

members: officers, community workers, finance and administrative staff. The candidate will be based in the project site office, Dharavi.

DUTIES & RESPONSIBILITIES

Overall efficient day-to-day coordination of project activities in the intervention clusters

1. Map out annual training plans for different components of PVWC program – Police, Hospital & Community intervention.
2. Design and develop training programs (outsourced and/or in-house)
3. Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes)
4. Conduct program-based training needs assessment and identify skills or knowledge gaps that need to be addressed
5. Use known education principles and stay up-to-date on new training methods and techniques
6. Design, prepare and order educational aids and materials
7. Assess instructional effectiveness and determine the impact of training on employee skills and KPIs
8. Gather feedback from trainers and trainees after each training session
9. Partner with internal stakeholders and liaise with experts regarding instructional design
10. Maintain updated curriculum database and training records.
11. Host train-the-trainer & expert sessions for subject matters
12. Team management & coordination with team members.
13. Plan and conduct all the activities as per the project Results Framework. Track the deliverables, analyse the outputs and outcomes to measure progress, evaluate and rectify challenges. Prepare monthly, quarterly and annual reports as required by the Program.
14. Ensure the confidentiality and anonymity of the beneficiaries in the project.
15. Adherence to SNEHA values, policies and guidelines.

Finance, Human Resources, and Administration

The Training Manager oversees finance, human resources, and administrative functions, including:

1. Managing project budget(s) and maintaining accounts. Preparing monthly budgets.
2. Ensuring that voucher submission and accounting timelines are met by team members.
3. Ensuring that staff members are trained for their roles as well as ensuring personal development. Mentoring and appraisal of team members.

MANAGEMENT AND REPORTING

1. Strong training skills
2. Strong administrative and financial management skills
3. Effective team management.
4. Ability to work with a variety of stakeholders from police, health care workers, government organizations and community organizations.

Shared Responsibilities of all Senior Team Members

In addition to the essential duties and responsibilities listed above, all team members are expected to contribute to the following shared responsibilities:

- Participate in team planning processes.
- Participate in team recruitment and evaluation processes.
- Contribute to organizational and strategic planning processes.

EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIRED FOR THIS POSITION

1. Master's Degree or higher (Counselling/Social Work/Psychology/Allied).
2. At least 3-5 years of relevant experience.
3. Prior experience of training.

4. Oral and written command of English, Marathi and Hindi.
5. MS Office.

DESIRABLE

1. Hindi- and Marathi-speaking skills are desirable.
2. Prior experience in working with survivors of gender-based violence is preferred.
3. MIS or database management.

SKILLS REQUIRED FOR THE ROLE

1. Unflinching commitment to gender equality and women's rights. Ability to put aside personal biases and religious/cultural/social/economic upbringing/values when working with survivors of violence.
2. Effective communication and inter-personal skills; strong relationship-building and networking skills; Strong sense of empathy, and negotiation and persuasion skills.
3. Sound values and work ethics.
4. Ability to solve problems in the community, and commitment to community engagement.

APPLICATIONS

Interested candidates can send their CVs and a cover letter by date over email to recruitment@snehamumbai.org with the Subject line: **PVWC-Training Officer (Consultant)**