

# JOB DESCRIPTION



**OPENING FOR: PROGRAM COORDINATOR - LITTLE SISTER**

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

**ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR**

**JOB LOCATION: DHARAVI & GOVANDI**

## THE LITTLE SISTER PROJECT

We use mobile technology to track and report instances of violence. The Little Sister project trains women volunteers, known as *Sanginis*, emerging as leaders from the SNEHA women's groups to identify and report gender-based violence using an Android application. Women may contact a *Sangini* at any time to receive assistance, not just when an incident occurs. The *Sanginis* and field staff operate in Dharavi and Govandi through trainings, meetings, reporting, home-based counselling of survivors and their families, events including the community dissemination and PVWC campaigns.

### THE TARA TRIAL

The program has recently begun work on the project "Community interventions for primary and secondary prevention of violence against women and girls: a cluster randomized controlled trial in urban India." In informal settlements of Mumbai, we will test the effects of community mobilization through groups and volunteers to prevent violence against women and girls. In India, 29% of women report physical violence in the last year, 7% sexual violence, and 30% multiple forms of violence, causing physical, mental, societal, and economic harms. Reviews suggest community mobilization as a promising approach, but there have been few large enough trials of prevention programs. Our community intervention has been developed over 16 years of programmatic experience and two years of preparatory research, and our understanding of its effects is encapsulated in a theory of change. We will compare 24 areas receiving support services, community group, and volunteer activities with 24 areas receiving support services only, primarily in terms of effects on occurrence of intimate partner violence and domestic violence in the last year. We will also examine disclosure of violence to support services, community attitudes to violence, bystander intervention, gender equality, and occurrence of non-partner sexual violence. Backed by public engagement, advocacy, and open publication, our vision is of a replicable community-led intervention to address the public health burden of violence against women and girls.

## THE PROFILE

The Program Coordinator will be responsible for the organisation and daily running of the project. In practice, this will involve managing the different components of the project, both community intervention and integration of technology. The Program Coordinator will maintain regular contact with other team and project members to make sure that the systems are in place and the project runs smoothly and productively. Regular communication with other contributors for documentation, evaluation and social science input needs to be ensured. The Program Coordinator will drive the technology required for the project and work in collaboration with Coordinators of the Community and Counselling projects. The Little Sister project is embedded in the PVWC program's community mobilisation project as well as the Tara Trial. The Coordinator has to ensure they dedicate equal time to the development of the Little Sister component within the two projects. They will supervise logistic arrangements (phones, site, materials), and will organize disbursement of funds in collaboration with the Finance Manager. The Little Sister Coordinator will have to spend time 60% of their time in the field and 40% in the project office. The incumbent also contributes to SNEHA-level operations and development of the organisation's vision and achievement of its goals.

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 Coordinator should possess an

understanding of gender, violence against women and children, and substantial experience in community mobilization project management.

## **OTHER DETAILS**

The Coordinator will directly report to the Associate Program Director for day-to-day functioning and implementation of the work. For development of the project, the coordinator will report to the Program Director. The position is based in Mumbai and requires travel to and work from multiple project sites.

## **DUTIES AND RESPONSIBILITIES**

### **Overall efficient day-to-day coordination of Little Sister activities in all project sites**

1. Execution of the Little Sister Project by converting the project vision into a working strategy. Implement the plan for the Little Sister project in two project sites in coordination with the community and counselling teams. Support the development of the Little Sister project in the Tara Trial sites.
2. Coordination with counselling, community and system teams to create convergence. Ensure that there is constant collaboration between the counselling and community teams, particularly with regard to cases and referrals.
3. Regular monitoring and evaluation of the project development for continuous improvement.
4. Maintain documentation required in the project; preparation of tables and charts in Word, Excel and Powerpoint.
5. Participation in and contribution to the other activities and events of the PVWC Program.
6. Supporting the transfer of knowledge and implementation of the Little Sister project in all sites of the Tara Trial.

### **COMMUNITY COMPONENT**

7. Co-ordinating with the community mobilisation team to organise campaigns, trainings, meetings, visits to integrate Little Sister interventions.
8. 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.
9. Following up in cases entered in the Little Sister Application.
10. Conducting case sharing meetings with counsellors and community team members.
11. Responding and intervening in emergency cases reported through the project.
12. Ensuring the confidentiality and anonymity of the beneficiaries in the project.
13. Capacity-building of Sanginis – designing an advanced programme and conducting sessions for the Sanginis of Dharavi and Govandi

### **INTEGRATION OF TECHNOLOGY COMPONENT**

1. Coordinating Little Sister mobile application development and implementation with the technology partner:
  - Conceptualise and develop a new version of the app or changes to the existing app.
  - Ensure app is regularly upgraded.
  - Constantly innovate features and functionality of app.
  - Ensure consumer-friendly design and simplicity for users.
  - Plan and implement regular training
2. Writing project reports, overseeing data entry and data quality entered by community teams into smart phones, analysing progress and implementation of project.
3. Troubleshooting with the team and technology partners to ensure smooth running of the application.

### **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.

## 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 programmatic and team review and evaluation processes.
- Contribute to organizational and strategic planning processes.

## QUALIFICATIONS AND EXPERIENCE

1. Educational qualification: Master's Degree or higher in a relevant field (social work, public health) from a recognised institution.
2. At least **5 years work experience** in operational planning and implementation of project plans.
3. Demonstrated ability to trouble-shoot technology related problems in the field.
4. Experience in development projects (health, violence, gender) an advantage.
5. Experience of working in a community setting is preferred.
6. Effective training skills and excellent communication skills, including documentation.
7. Well-versed in database management, data collection, MS Excel, Word, PowerPoint.
8. Oral and written command of English and Hindi.

## MANAGERIAL (LEADERSHIP) COMPETENCIES

1. Strong implementation skills and ensuring results within timelines and budgets.
2. Effective team management.
3. Effective delegation: setting clear expectations, tracking progress and communicating information people need on their jobs.
4. Ability to collaborate with a variety of stakeholders in the field.
5. Work according to the ethical standards of the project and the organisation.

## PERSONAL ATTRIBUTES

1. Commitment to gender equality.
2. Achievement mind set to accomplish project goals.
3. Effective communication, personal, and interpersonal skills.
4. Sound values and work ethics.
5. Open to diversity and respect for everyone.

## APPLICATIONS

Interested candidates can send their CVs via email to [suchita.yadav@snehamumbai.org](mailto:suchita.yadav@snehamumbai.org) OR [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with Subject line: **PVWC-PROGRAM COORDINATOR-LITTLE SISTER**