

# JOB DESCRIPTION



**OPENING FOR: CONSULTANT-COMMUNITY ORGANIZER (part-time)**

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

**ROLE REPORTS TO: PROGRAM OFFICER**

**JOB LOCATION: WADALA PHASE-I**

## THE PROFILE

The Community Organiser will be responsible for implementation of intervention activities in one intervention cluster and will be based in the project office.

## ROLE DESCRIPTION

The post-holder will implement the project activities in the intervention cluster. They will have community mobilisation and group work skills. They will demonstrate flair, enthusiasm, innovation, and leadership when faced with challenges in the community, and will provide immediate response to local occurrences. The Community Organiser will be willing to work on issues around gender and violence against women and children in the community.

The Community Organiser reports to the Community Program Officer and maintains day-to-day contact with all her colleagues and supervisors.

## DUTIES AND RESPONSIBILITIES

### Overall efficient day-to-day implementation of activities in the intervention cluster

- Implement the plan for the intervention cluster with her community officer on daily basis.
- Conduct intervention activities such as community mobilisation, group meetings, training sessions, management of volunteers, and organising events and campaigns.
- Refer and accompany beneficiaries to police, public health providers, and other organisations in the intervention areas.
- Make weekly and monthly activity plans with the supervisor.
- Collect data and report on a timely basis to the community program officer.
- Maintain documentation required in the project such as details of identified and referred cases and case studies.
- Ensure confidentiality and anonymity of the beneficiaries in the project.

## PERSON SPECIFICATION REQUIREMENTS

### QUALIFICATIONS AND EXPERIENCE

1. Educational qualification: **Minimum HSC.**
2. **At least 1-year experience of community work preferable.**
3. Oral and written command of Hindi, Marathi and working knowledge of English.

### PERSONAL ATTRIBUTES

1. Achievement mind-set to accomplish project goals.
2. Effective communication, personal and interpersonal skills.
3. Ability to solve problems in the community.
4. Commitment to community engagement.
5. Sound values and work ethics.

6. 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- **Consultant Community Organizer (part time)**