

JOB DESCRIPTION



OPENING FOR: PROGRAM OFFICER-LITTLE SISTER

NO OF POSITION TO BE HIRED: 1

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

ROLE REPORTS TO: PROGRAM COORDINATOR

JOB LOCATION: DHARAVI, GOVANDI

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, 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 a convergence approach that works with government and public systems to reinforce their roles in assuring basic social, civil and economic security.

ABOUT THE PROJECT

Our community mobilization project involves: group education and enablement, and individual voluntarism. Group education involves women, men, and adolescents. It aims to develop awareness and understanding of violence, knowledge of rights and recourse, individual and collective local strategies for primary and secondary prevention, and increased confidence and leadership, and to reduce community tolerance and increase bystander action. 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. 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 PROFILE

The Program Officer will be responsible for the supervision and implementation of intervention activities with Sanginis (volunteer training, network creation, app training, trouble-shooting technological problems, campaigns, events, etc.) and case intervention. The incumbent will report to the community office.

DESCRIPTION

The post-holder will implement the project activities in the Dharavi and Govandi communities areas. They will have community mobilisation, group work and training/facilitation skills. They will demonstrate flair, enthusiasm, innovation, and leadership when faced with challenges in the community, and will provide immediate response to local occurrences. S/he will have intermediate skills with regard to technology. The Program Officer will be willing to work on issues around gender and violence against women and children in the community.

The Program Officer reports to the Program Coordinator and is responsible for work with Sanginis and community mobilisation activities and maintains day-to-day contact with all her/his colleagues and supervisors.

THE ROLE & RESPONSIBILITIES

- Implement the plan for community mobilisation and Little Sister with the community organiser on a daily basis.
- Conduct intervention activities such as community mobilisation, group meetings, training sessions, management of Sanginis, and organising events and campaigns.
- Support Sanginis in carrying out case interventions, collective action, and filling out the Little Sister app.
- Intervene in and follow up cases identified by the community team, group members and Sanginis.
- Build and strengthen the network between Sanginis who have phones and those who do not.
- Identify Sanginis who are either advanced or non-performing and, along with the coordinator, find alternative programmes to engage them and execute the plan.
- Manage and supervise the community organiser.
- Provide regular feedback to the coordinator on the app, its functioning, its user-friendliness and relevance of the content, and the data collected.
- Make weekly and monthly activity plans with the team and the supervisor.
- Collect data from the community organiser and report on a timely basis to the program coordinator. Enter the field data on a software application.
- Maintain documentation required in the project such as summaries of individual and collective action taken, case studies, etc.
- Ensure confidentiality and anonymity of the beneficiaries in the project.
- Support the coordinator and other officers as per the project and Program needs.

EXPERIENCE AND QUALIFICATIONS

Essential

- Educational qualification: Minimum Bachelor's degree (full-time) from a reputable institute in an allied field (social work, development).
- At least three years' full-time experience of community work.
- Oral and written command of Hindi, Marathi and working knowledge of English.
- Experience of managing a team.
- Experience of community mobilisation.

Desirable

- Master's degree (full-time) from a reputable institute in an allied field (social work, development).
- Prior experience of working on violence against women and gender is preferred.
- Prior experience of working with technology is desirable.
- Prior experience of conducting training sessions and workshops for community groups.

PERSONAL ATTRIBUTES

1. Achievement mindset to accomplish project goals.
2. Effective communication, personal and interpersonal skills.
3. Ability to solve problems in the community and handle crisis/emergency situations.
4. Commitment to community engagement.

5. Sound values and work ethics.
6. Open to diversity and respect for everyone.
7. Willingness to work on weekends.

APPLICATIONS

Interested applicants can send their updated CVs to: shikha.kotian@snehamumbai.org OR recruitment@snehamumbai.org with Subject line-**SNEHA- PVWC- PROGRAM OFFICER- LITTLE SISTER**