

# JOB DESCRIPTION



**OPENING FOR: PROGRAM COORDINATOR (Female)**

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

**ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR**

**JOB LOCATION: WADALA**

## **THE PROJECT- 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 prioritises 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.

### **The Program's TARA Trial services**

TARA Trial's will work on secondary prevention of violence through crisis intervention and extended response (including counselling) that are delivered by counsellors trained in addressing violence against women. Services comprise of taking the woman to the hospital, enlisting police help, lodging police complaints, imparting pre-litigation counselling, filing cases under the Protection of Women from Domestic Violence Act and other laws, home visits, referrals to shelter homes/mental health services/other services according to the woman's needs, and subsequent long-term follow-up.

## **PURPOSE OF THE ROLE**

The Program Coordinator (Project Coordinator) will be responsible for coordination of community mobilisation activities in areas where TARA Trial runs counselling centres for violence against women and girls. Specific areas of responsibility include project management: project 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 of ensuring that intervention is implemented and standardised across all sites of the 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 Program Coordinator should possess an understanding of gender, violence against women and children, and substantial experience in community mobilization project management.

The Program Coordinator reports to the Associate Program Director and maintains day-to-day contact with all his/her team members: officers, community workers, finance and administrative staff.

## **DUTIES AND RESPONSIBILITIES**

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

- Implement the plan of the intervention with the team of project officers and community organisers.
- Trouble-shooting, guiding and providing a quick response and support in crises.

- Co-ordinating all prevention and community mobilisation activities such as group education, case sharing meetings, capacity building of community volunteers, campaigns, events and other activities in the community.
- Liaise with police, public bodies, and other organisations, the ICDS and health posts and conduct capacity-building sessions for their staff.
- Plan and support the meetings and work of the various groups and bodies associated with the program.
- Supervise the activities of the community mobilisation team working in location assigned.
- Train, mentor, and conduct appraisals of team members.
- Plan and conduct all the activities as per the project timelines. Track the deliverables, analyse the outputs and outcomes to measure progress, evaluating and rectifying challenges.
- Ensure efficient and effective data collection and reporting by the team.
- Maintain documentation required in the project.
- Ensure the confidentiality and anonymity of the beneficiaries in the project.
- Adherence to SNEHA values, policies and guidelines.

## **FINANCE, HUMAN RESOURCES, AND ADMINISTRATION**

The Coordinator 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.

## **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**

### **ESSENTIAL**

1. Master's Degree or higher (Counselling/Social Work/Psychology/Allied).
2. **At least 5-7 years of relevant experience.**
3. Prior experience of project management and community mobilisation.
4. Oral and written command of English 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.

## **MANAGERIAL (LEADERSHIP) COMPETENCIES AND SKILLS REQUIRED**

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. Willingness to work late and on weekends, whenever necessary.
5. Ability to solve problems in the community, and commitment to community engagement.

## **APPLICATIONS**

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