

JOB DESCRIPTION



OPENING FOR: TRAINING COORDINATOR

NAME OF THE PROGRAM: CONTINUUM OF CARE – SNEHA CENTRE

ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR

JOB LOCATION: CHEMBUR

ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

ABOUT THE PROGRAM

SNEHA Centre Program address planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition also the prevention of violence against women and children using an integrated life cycle approach that addresses critical first 1000 day period, the period from the start of a mothers pregnancy through her child's second birthday. The model encompasses thematic areas viz. maternal and new born health, child health and nutrition, family planning and prevention of violence against women and children. The intervention strategies include home visits by trained community organisers to identify health problems, monthly anthropometry of children to identify malnourished children, provide health information for a range of services, community awareness sessions, life skills education sessions for adolescents, counselling services and community based distribution of contraceptives, anaemia screening camps for pregnant and lactating mothers. The intervention model includes public health systems to improve referral linkages and to increase utilization of health care services provided by them. The project adopts this approach and works to create a collective vision and facilitates individuals, families, communities and health systems to realize that vision. The project aims to improve the health and nutritional status of married women and of children under six years of age in vulnerable communities of Mankhurd-Govandi.

THE ROLE

This position is responsible for planning, organizing, conducting, monitoring Sneha Centre's training activities

DUTIES & RESPONSIBILITIES

Capacity building of SNEHA Centre Program team (monthly) :

- Capacity building of Sneha Centre program team by identifying capacity building needs of the Community Organisers, Program Officers.
- Prepare training calendar for program
- Design training curricula's with assistance of PCs and APD.
- Prepare training budgets
- Conduct monthly capacity building trainings for team in consultation with Capability Building & Learning Development Manager Sneha and inter program team.
- Conduct literature review for designing training sessions
- Preparing training budgets and training expenses vouchers
- Prepare pre-post evaluation and feedback tools considering the nature of training.
- Conduct mock sessions for SC program team on periodical basis
- Observe actual field intervention, provide thematic and skill related feedback to intervention team
- Conduct quarterly knowledge assessment/retention tests for program staffs
- Prepare training reports.

Capacity building of stakeholders (as per protocols) :

- Capacity building of Sneha Centre program stakeholders by following training process including permission from stakeholders and related correspondence to succeed the capacity building initiatives.
- Prepare training reports

Capacity building of Community Action group (quarterly)

- Capacity building of Sneha Centre program community volunteers by following training process including training need assessment with assistance with centre teams.
- Prepare training reports

Training module:

- Prepare small BCC material, training modules for staff, stakeholders and community volunteers

EDUCATIONAL QUALIFICATION & EXPERIENCE

- At least 3 years' experience in training and development sector
- Education to at least post-graduation level with exposure to work underprivileged communities
- Interest in maternal and child health and nutrition
- Fluency in English, Hindi and Marathi.

MANAGEMENT & REPORTING

- Reports to Associate Program Director Director
- Manage data capture, storage, analysis and reports.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities.

PERSON SPECIFICATION REQUIREMENTS

ESSENTIAL

- Experience in literature review for design training curricula's, assessment tools, planning , organizing, and delivery of training programs
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents
- Ability to maintain role boundaries and exceed with innovations
- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.
- Willingness to travel within Mumbai

DESIRABLE

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community development

APPLICATIONS

Interested applicants can send their updated CVs to: shikha.kotian@snehamumbai.org or recruitment@snehamumbai.org with Subject line-**SNEHA-CONTINUUM OF CARE-SNEHA CENTRE-TRAINING COORDINATOR-CHEMBUR**