

## **JOB DESCRIPTION**



**JOB ID: CHN|CHN-AH|FT|TC-01|DH, WD 01 & WD 02|21**

**OPENING FOR: TRAINING COORDINATOR**

**NAME OF THE PROGRAM: CHILD HEALTH AND NUTRITION**

**ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR**

**JOB LOCATION: DHARAVI & WADALA 01 & WADALA 02**

### **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's Aahar program intervention has worked in partnership with the systems and communities. We now believe that we should gradually increase the responsibility of ICDS services to enable them to undertake critical activities relevant to child health and nutrition, with progressively reduced support from SNEHA Community Organizers and other levels of staff. This will involve considerable investment in capacity building of all cadres of ICDS staff by SNEHA staff.

While we address issues on the supply side, we accept that we need to address the awareness and uptake of ICDS services by the community. To increase knowledge and bring about behavior change in the community, we have worked on educating mothers and care givers on different aspects of child health and nutrition, sanitation, hygiene and the services they are entitled to from ICDS and MCGM. We would now like to further build capacity of the community to expect, demand and negotiate availability and improved quality services from ICDS and on the other hand, to demonstrate their responsibility for the community mothers and young children. We will facilitate the community to act as the catalyst for sustained change.

SNEHA has focused its efforts in the Aahar program on reduction of malnutrition i.e on moderate and severe malnourished children through well supervised protocolized intervention. We would now like to

increase the scope of our work to prevention of malnutrition by also focusing on normal children to prevent growth faltering and reduce children slipping into moderate and severe malnutrition.

### **DUTIES & RESPONSIBILITIES**

#### **Capacity building of Aahar Program team (monthly) :**

- Capacity building of Aahar 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 Aahar 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 Aahar 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 Aahar 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**

- **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**

- **Education to at least post-graduation level with exposure to work underprivileged communities**
- **At least 3 years' experience in training and development sector**
- Ability to maintain role boundaries and exceed with innovations
- Interest in maternal and child health and nutrition
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.
- Willingness to travel within Mumbai

### **MANAGEMENT & REPORTING**

- Reports to Associate Program 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**

- Effective Communication, personal and interpersonal skills
- Good Documentation and reporting skills
- Strong strategic skills – understanding the project, making complex decisions, and innovating
- Getting organized and ensuring results within timelines
- Effective team management
- Effective delegation – setting clear expectations, tracking progress and communicating information
- Strong conflict resolution skills

#### **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](mailto:shikha.kotian@snehamumbai.org) with Subject line-**SNEHA- CHILD HEALTH AND NUTRITION-TRAINING COORDINATOR- DHARAVI & WADALA 01 & WADALA 02**