



## **JOB DESCRIPTION: ASSOCIATE PROGRAM DIRECTOR (PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN)**

### **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 works on 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.

SNEHA recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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.

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 prioritises 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.

SNEHA has embarked on a new project 'Ensuring children's safety and well-being by building an ecosystem of non-tolerance to violence against children - a socioecological approach with the involvement of children, parents and community members'. The project will be nested under a flagship program of SNEHA known as SNEHA Centre program. This program is being implemented in 4 clusters of Govandi comprising of approximately 4000 households with a focus on improving the health and nutritional status of children younger than six years of age, women and adolescents. The programme is an integrated family centric model where in women facing domestic violence are supported with counselling, legal and psychological support services. This new initiative will work on two major pillars of intervention: (1) Primary prevention and (2) Comprehensive service-delivery. The primary prevention component will entail community outreach, group-based workshop with children to enable them to talk about difficult issues in their lives and sessions with parents focusing on efficient parenting and integrating gender socialisation as a part of understanding parenthood. The service-delivery component will entail establishing counselling and mental health services for children undergoing any form of abuse or violence. Mental health interventions will include art-based and play therapy for children to build their confidence and self-expression. The project will interface with government and non-government organisations to build networks and referral mechanisms for addressing issues of abuse and violence against children.

### **THE PROFILE**

Taking a senior role in the Program, the Associate Program Director is responsible for implementation of the program. The Associate Program Director will implement program priorities and provide the necessary infrastructure to support the realization of the program's goals. Facilitate program processes for project planning, budgeting, implementation and delivery of the project, monitoring, employee development and organizational learning. The Associate Director should possess in-depth understanding of the specific children related issues of support and safety and should have experience of working with various government systems

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

## **DUTIES & RESPONSIBILITIES:**

### ***Work package I***

#### **Programmatic Leadership and Development (10% of Full- time equivalent (FTE) of the salary)**

The Associate Program Director will play a critical role in programmatic leadership and development, including:

- Implement program priorities and provide the necessary infrastructure to support the realization of the program's goals
- Facilitate program processes for strategic planning, budgeting, implementation, evaluation, employee development and organizational learning
- Integrating and leveraging opportunities across the organization to deliver program effectiveness.
- Supporting the Program Director to implement, monitor and evaluate strategic plans and systems
- Writing grant proposals and program reports subject to the need of the project
- Communicate with funders as required

### ***Work Package II***

#### **Program Implementation (60% of Full- time equivalent (FTE) of the salary)**

The Associate Director plays a vital role and works closely with Program Coordinators to implement the different component of the project. The project includes work in urban informal settlements of Govandi and the role mandates field presence and working with the team in the field.

- a) Counselling centre
- b) Primary prevention work through community mobilisation
- c) Work with public systems (Heath, Police and Legal)
- d) Advocacy
- e)

Responsibilities include:

- (A) **Response Mechanism**
- (B) Ensuring smooth running of the counselling centres in Govandi
- (C) Assisting the program coordinator with planning and organisation of the clinical/counselling psychologist's work to achieve the targets of the program
- (D) Ensuring that the coordinator and clinical/counselling psychologist's follow up counselling and case follow-up as per the protocols laid down.
- (E) Assisting coordinators and counsellors in crisis situations

#### **B) Primary prevention work in the community**

- Providing strategic guidance to build the community mobilisation component of the project.
- Assisting the program coordinator in networking with the various systems/stakeholders in the community and implementation of the project.
- Guiding the team to carry out community interventions and response to violence against women and children.
- Ensuring smooth running of the systems and mechanisms that have been developed to evaluate the work carried out in the community.

#### **C) Networking with government institutions and Advocacy**

- Supporting the program coordinator in planning and organizing training, meetings with stakeholders .
- Creating a referral network with the police, child welfare committee, District Legal Aid Authority and NGOs will be formed and strengthened
- Advocacy with State agencies (CWC, Education Department, UNICEF, National Commission for Children) on issues emerging from the baseline and implementation data to implement effective national laws and policies that provide appropriate protection to children.
- Advocacy with school to activate the Parents-Teachers Association (PTA) and ensure the participation of parents from our direct beneficiaries
- Advocacy with school for implement child policies in the schools and implement the child safety protocols.

The Associate Director will also be responsible for:

- Making regular field visits to the various project sites
- Making regular visits to government institutions to create a larger network of core committee members
- Conduct regular meetings with the teams to plan the work and discuss strategies for engagement of all stakeholders in the program
- Co- coordinating monthly meetings with the Program Co-ordinator and the Program Director to assess the progress of the project
- Ensuring program and project policies and strategies are implemented
- Ensuring activities and reports are written, edited and delivered as proposed

### **Work package III**

#### **Finance, Human Resources & Administration (30% of Full- time equivalent (FTE) of the salary)**

The Associate Program Director oversees all finance, human resources and administrative functions, including:

- Ensuring sound procedures for fiscal control, risk management, contract and legal compliance
- Ensuring project budgets timelines are met
- Overseeing cash management and financial reporting to the Program Director and Finance Director
- Daily supervision of all Program Coordinators for effective implementation
- Ensuring staff are trained for their roles as well as ensuring personal development

#### **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 team recruitment and evaluation processes
- Contribute to organizational and strategic planning processes

### **QUALIFICATIONS AND EXPERIENCE**

1. Educational qualification: Master's Degree (Social Work/ Allied) or higher
2. At least 15 years' experience in the field of child safety and protection
3. Preferred prior experience of having worked on issues in the relevant area
4. Oral and written Command of English and Hindi

### **MANAGERIAL (LEADERSHIP) COMPETENCIES**

1. Strong strategic and problem solving skills
2. Strong implementation skills and ensuring results within timelines and budgets
3. Effective team management
4. Effective delegation - setting clear expectations, tracking progress and communicating information people need on their jobs
5. Ability to work with a variety of stake holders including donors, government organizations, community organizations etc
6. Ability to understand a larger vision of the program and the organization to match policy outcomes
7. Managing collaborations

### **PERSONAL ATTRIBUTES**

1. Achievement mind-set and an eagerness to take initiative
2. Effective Communication, personal and interpersonal skills
3. Ability to manage change and diversity
4. Enthusiasm for community engagement
5. Sound values and work ethics

**Applications to be sent via email to [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with Subject line: "Associate Program Director -PVWC".**