

JOB DESCRIPTION: TRAINING COORDINATOR-PUBLIC SYSTEM PARTNERSHIPS



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 is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

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. We have currently 11 programs running across SNEHA which are Maternal and Child Health (MCH), Public System partnerships (PSP), Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM

Public System's Partnerships – Building Bridges

SNEHA's Public System Partnerships Program works in partnership with Public health system and vulnerable communities towards strengthening primary healthcare, establishing maternity referral linkages and empowering Mahila Arogya Samiti groups across seven Municipal Corporations of Mumbai Metro Politian Region to ensure better outcomes for pregnant mothers and newborns. The main purpose is to impact Maternal and Child health indicators in urban slums.

THE PROFILE

This position is responsible for planning, organizing, conducting, monitoring training activities along with documenting the trainings and processes for PSP program team as well as supporting the Program Coordinators in planning the capacity building sessions for the public health care providers and outreach workers. The person will be housed in Public System Partnership program for the monitoring purposes. He/She is expected to coordinate with program team specifically with coordinators for regular updates and reporting purposes.

JOB LOCATION: THANE (OCCATIONAL FIELD VISITS EXPECTED ACROSS 7 MCs viz. BMC, TMC, KDMC, UMC, BNMC, MBMC and VVCMC)

DUTIES & RESPONSIBILITIES:

Capacity building of the Program team:

1. Capacity building of program team by identifying capacity building needs of the Community Organisers, Program Officers and organizing training as per the needs
2. Prepare training calendar for the program

3. Design training curricula with assistance of APDs and PD.
4. Prepare pre-post evaluation and feedback tools considering the nature of training.
5. Preparing training budget and monitor the utilization of the budget
6. Collaborating with Learning and Development Manager SNEHA and program team for training needs
7. Conduct literature review for designing training sessions
8. Preparing training expenses vouchers and ensuring the approvals from respective manages/supervisors
9. Conduct mock sessions for program team on periodical basis
10. Observe actual field intervention, provide thematic and skill related feedback to intervention team
11. Conduct quarterly knowledge assessment/retention tests for program staffs
12. Prepare training reports.
13. Oversee the development and printing of BCC and IEC material for the training and also to be used for awareness generation by the field team.
14. Identification of suitable resource persons for conducting technical and clinical, behavioral/motivational training for team and stakeholders
15. Creating a data base of trainers on clinical, behavioural and skills based aspects

Capacity building of stakeholders (as per protocols):

- Capacity building of program stakeholders by following training process including permission from stakeholders and related correspondence to succeed the capacity building initiatives.
- Supporting PCs in all the planned trainings with Municipal Corporations (Health Care Providers of Health Posts and Higher facilities and ASHAs training)
- Prepare training reports

Capacity building of Community Action group (quarterly)

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

Training module:

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

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.
- Expected to travel across 7 municipal corporations and outside for TOT sessions

QUALIFICATIONS & EXPERIENCE

- Experience in literature review for design training curricula's, assessment tools, planning , organizing, and delivery of training programs
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai and surrounding corporations
- 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, nutrition and Family planning
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.
- Willingness to travel within and outside Mumbai

SKILLS & COMPETENCIES

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
 - Experience in community development
 - Experience of working with system and community
 - Negotiation skills
 - Innovative
 - Team management and coordination
 - Patience and collaboration
 - Effective Communication, personal and interpersonal skills
 - Ability to manage change and diversity
 - Enthusiasm for community engagement
 - Sound values and work ethics
- **MANAGEMENT & REPORTING**
 - The Training Coordinator reports to Associate Program Director and maintains day-to-day contact with all his/her team members i.e. coordinators, officers, community workers and administrative staff as required

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Training Coordinator Thane"