



JOB DESCRIPTION: DOCUMENTATION COORDINATOR

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 currently have 11 programmes running across SNEHA which are Maternal and Child Health (MCH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAMME

Our vision of the EHSAS Programme is to enable the health and wellbeing of adolescents and youth, and transform them into healthy, gender-sensitive and responsible citizens. In EHSAS we use a combination of four intervention strategies to achieve the objectives and they are as follows:

- Group work includes group sessions, training in using theatre and other art forms to explore and understand sexuality, and building peer counselling skills
- Individual work includes mentorship, counselling, internships and peer support - Family work includes individual and group awareness and counselling sessions
- Community interventions include awareness campaigns and building networks with local leaders, organisations, and other community bodies.

EHSAS seek to cultivate an environment suitable for discussion and acceptance of the problems faced by adolescents and finding solutions within the community to resolve these problems. Currently the programme touches lives of adolescents and youth across geographic locations in Mumbai and Thane. We are looking at transference of knowledge coupled with attitude and behaviour change to create a pool of change-agents and peer-educators within the community. To be able to do this, the first step is to implement out interventions that includes working with young people, stakeholders (family, community, service providers and peers) and enabling each segment to contribute to an adolescent friendly ecosystem.

THE PROFILE:

The Documentation Coordinator is expected to work on documenting the programme processes, case stories, help in making presentations, minute meetings. The role also expects processing and analysing qualitative data and contributing to preparation of training and IEC material.

JOB LOCATION: SION

DUTIES & RESPONSIBILITIES:

Documentation:

- Participating in programme sessions/ events/ meetings and documenting session, events, meetings, case stories and programme related activities.
- Capturing and writing case stories through periodic field visits
- Assisting in designing and developing need based concept notes and presentations for different purposes
- Preparing various types of reports e.g. Monthly reports, Quarterly Reports, Annual Reports by compiling and analysing field reports and data
- Supporting APD/PD for writing funding/ grant proposals, research proposals, concept notes
- Translating documents from English/ Marathi to Hindi and vice versa

Training and IEC Material Development

- Exploring, updating and re-developing the existing training and IEC material with assistance of PC & APD. Designing and developing new material as per need
- Inter team cross sharing and learning for IEC and training material development

Qualitative data management

- Preparing data collection tools, overseeing data collection, data analysis for qualitative inquiries that the programme may take up from time to time

Any other

- Activities in-line with documentation assigned by Associate Programme Director and Programme Director to fulfill programmatic outcomes and goals such as designing frameworks/strategies, literature review, compiling resource material for various advocacy meetings etc.
- Contributing to the overall SNEHA communication strategies, reports and media activities

MANAGEMENT & REPORTING

- Reports to Associate Programme Director
- Manages data captured, storage, analysis and reports
- Participates in the SNEHA activities
- Works closely with Project Coordinators and researchers for regular and need based reporting

QUALIFICATIONS & EXPERIENCE

- Educational qualification: Master's Degree in Social Sciences, Humanities, Social Work, Sociology, Psychology, Public Health Research or any affiliated stream
- Prior experience of documentation, reporting, process documentation
- Experience of working in urban community settings
- Interest in understanding qualitative data and interpretation, report writing
- Willingness to travel within Mumbai and the outskirts of Mumbai as per programme requirement

SKILLS & COMPETENCIES

- Excellent writing skills in English and Hindi and a knack for storytelling through written words!
- MS-office skill
- Critical thinking
- Basic research skills
- Self-motivation

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Documentation Coordinator - EHSAS"