

JOB DESCRIPTION: PROGRAMME COORDINATOR, COLLABORATION AND 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), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAMME

Apart from medical care, many social and economic factors play an important role in shaping health. These factors such as poverty, unemployment, lack of education, social exclusion and discrimination, lack of access to affordable health services of decent quality are termed as social determinants of health. The collaboration and Partnerships domain of SNEHA works on social determinants of health by strengthening the social protection coverage available to the urban poor through government sponsored schemes and policies as well as by forging partnerships with civil society organisations which provide services to address the determinants of health that fall outside SNEHA's purview of work.

THE PROFILE:

The Programme Coordinator is expected to oversee implementation of awareness building activities in target areas of various SNEHA programmes. The role also expects building strong rapport and maintaining a dialogue with the government structures responsible for implementation of welfare schemes, the civil service organisations working on social determinants of health and internally with other programmes of SNEHA. He/She is expected to build the team's capacity in planning and implementing the program objectives and deliverables. The Programme Coordinator is expected to work on documenting the program processes, case stories, help in making presentations, minute meetings. The role also expects processing and analyzing quantitative/ qualitative data and contributing to preparation of training and IEC material.

JOB LOCATION: Santacruz/Sion

DUTIES & RESPONSIBILITIES:

Networking and partnership:

- Strengthening partnership with different government officials and CSO representatives at various levels through meetings, interactions and continuous follow ups.
- Ensuring timely and coordinated intervention to address barriers in accessing social protection schemes
- Tracking referrals to CSOs for services related to social determinants of health across SNEHA

Monitoring and supervision:

- Monitoring the work plans and deliverables of program officers on daily basis
- Monitoring the performance of Program Officers through periodic field visits and observations
- Conducting timely appraisals of the subordinate staff members
- Conducting monthly review/feedback meetings with the field team
- Organizing and training programs for SNEHA employees on social protection schemes and services related to social determinants of health and ensuring the availability of skilled trainers

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
- Assisting in translation of documents from English/ Marathi to Hindi and vice versa

Documentation:

- 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, PPTs for different purposes
- Preparing various types of reports e.g. monthly report, quarterly report, annual report by compiling and analysing field reports and data
- Supporting APD/PD for writing funding/ grant proposals, research proposals, concept notes

Quantitative and qualitative data management

- Assisting in preparation of data collection tools, overseeing data collection, data entry and data analysis for quantitative surveys and qualitative inquiries that the domain may take up from time to time

Any other

- Supporting the Associate Programme Director to implement, monitor and evaluate strategic plans and systems
- Handling finances and administrative responsibilities

- Contributing to the overall SNEHA communication strategies, reports and media activities

MANAGEMENT & REPORTING

- Reports to Associate Programme Director
- Works closely with Project Coordinator for regular and need based reporting

QUALIFICATIONS & EXPERIENCE

- Educational qualification: Master's Degree in Social Work, Sociology, Public health, Research
- Experience of working in the development sector
- Prior experience of coordination, documentation
- Experience of working in urban community settings
- Experience in quantitative and qualitative data collation and interpretation, report writing
- Interest in health, nutrition, community development etc.
- Willingness to travel within Mumbai and the outskirts of Mumbai (Thane, Ulhasnagar, Kalyan- Dombivali, Bhivandi, Kasara, Mira- Bhayander, Vasai- Virar) as per project requirement

SKILLS & COMPETENCIES

- Good writing skills in English, Hindi and Marathi
- MS-office skill
- Critical thinking
- Basic research skills
- Self-motivated
- Ability to multi- task and quick turnaround time
- Leadership and team management skills
- Excellent interpersonal and communication skills

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Programme Coordinator Collaboration and Partnerships Domain