



Nirmal Initiative
297, Shri Ganeshanand Ashram
Gurukul Road, Vrindavan
281121, (Uttar Pradesh)
Email- nirmalinitiative@gmail.com

Job Description

Program: Dr Ambedkar Child Protection Training (Prevention of Child Sexual Abuse And Caste Violence): A Pilot Project

Reports To: Project Lead

Position: Full-Time

Duration: The position will be hired on an annual basis with renewal depending on continued funding and satisfactory performance.

Location: Vrindavan, Uttar Pradesh

Job Summary:

Reporting to the Project lead, the Project Coordinator will manage the day-to-day operations. Specifically, the Project Coordinator will have primary responsibility for coordinating and conducting workshops, co-facilitating training sessions, coordinating formative research activities, and intervention activities and providing support on project evaluation activities. This position is based in Mathura-Vrindavan, Uttar Pradesh.

EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

1. Master's degree in social work, education, sociology gender studies, and LLB, or related field.
2. Minimum one year of experience in implementing education programs training in schools and/or community-based organizations. (freshers can also apply.)
3. Knowledge of designing and producing education training materials.
4. Knowledge of template designing on Canva.

REMUNERATION AND CONTRACTUAL DURATION:

1. 24,000 INR/Month Plus Field Travel Allowances
2. The initial appointment will be made for Two months' probation from the date of joining, with renewal up to one year based on a performance review.

RESPONSIBILITIES:

- Plan and conduct workshops/training for government primary school teachers and Program Associates on program content and activities. This may include co-facilitating training sessions with the project lead.
- Conduct regular site visits to schools to observe and monitor the implementation of program activities.
- Liaison with school administration, DALSA, and District administration, facilitate training and meetings for government officials, school officials, and parents.
- Document best practices, case studies, lessons learned and Report Writing to share with stakeholders
- Rapporteurship- analysis of information/data/questionnaires to reflect the perception of NI; Identifying and framing issues
- Assist the workshop training with Project Lead
- Monitor and track performance measures for all project activities.
- Support and co-facilitate the capacity-building training
- Manage the daily operations
- Organize and coordinate a series of community-based events.
- Support the independent evaluator in monitoring evaluation tasks (e.g., coordinating data collection.)
- Dutifully adhere to budget parameters and restrictions in the execution of the project.
- Contribute to the completion of progress reports, accountability measures, and any grant requirements.
- Work with the Project Lead to develop responsive project and training ideas.
- Maintain knowledge base on the issue of child sexual abuse and violence based on caste and discrimination based on disability, including staying up-to-date on research, program literature, prevention interventions and strategies.

- Contribute to improving office and/or project procedures with creative and practical ideas.
- Observe project policies and procedures.
- Maintain confidentiality of sensitive information.

We strongly encourage women, queer, and gender non-conforming individuals, people from Adivasi, Dalit, ex-criminalised, DNT, nomadic or other Bahujan and religious minority communities, persons with disabilities and individuals from LGBTQIA+ communities to apply.

**To Apply Send Your CV including a cover letter to
nirmalinitiative@gmail.com**