

**Job Title** : **Community Project Coordinator**  
**Reporting To** : **Program Manager**  
**No. of Vacancies** : **1**  
**Location** : **New Delhi**  
**Team Reporting** : **Community Outreach Worker, Volunteer**

**Job Purpose:**

The position of Project Coordinator will lead the implementation of the project. The position will be responsible for effective execution of planned activities and quality deliverables as agreed plan of action and timelines. The position is expected to work closely with the Program manager for quality assurance of the program.

**Roles and Responsibilities**

***Anchoring Community based Child Protection Programming:***

- Facilitate the process of Sensitization of community-based collectives (like children, adolescent girls, SHGs, teachers etc.) in the targeted project areas.
- Providing guidance and support to Outreach Workers, Volunteers in different community-based processes of child protection program.
- Strengthen the mandated community-based institutions (like Children's Safe Spaces, Child Centers, Child protection committees) to ensure a robust community-based safety net against trafficking.
- Awareness generation with support of Outreach Workers & Volunteers in mitigating the existing community norms, beliefs and behaviours that put children at risk.
- Develop and innovate effective community engagement processes with children to ensure increased participation in community-based processes.
- Establish effective dialogue along with community based institutions like Tehsil, Ward, Health Centers, ICDS , Schools and district level functionaries.
- Coordinate with district level functionaries to link vulnerable communities with schemes, programs and create interface with community.
- Participate actively in district level consultations with Government stakeholders for smooth implementation of community-based program.
- Ensure timely utilization of funds for different activities as per the approved Budget.
- Monitor/Review daily activities of Field Staff on day to day basis.
- Facilitate review meeting with project team to take stock of achievements and plan for future activities.
- Ensure Safeguarding SOPs are adhered to during program execution across community.

***Training and Capacity building:***

- Organize training for different community-based stakeholders (Ward, Tehsil, child protection

### Vacancy Note: Recruitment of Community Project Coordinator, 2023

- committees) and duty bearers (Child welfare committee, district child protection units etc.)
- Coordinate and work in partnership with different stakeholders at Ward, Tehsil & District level.
  - Facilitate consultations with children within the community to understand barriers in the process of re-integration
  - Prepare a resource directory comprising of key resources at the Ward, Tehsil & District level

#### ***Documentation:***

- Responsible for preparation of monthly reports with field staff and setting up Key performance Indicators.
- Share weekly progress report with Program Manager at Ward, Tehsil & District level
- Prepare monthly report in the prescribed reporting format within the set timeline.
- Maintain daily MIS tracking of project activities and report to Line Manager on regular basis.
- Draft case studies, process documentation and capturing best practices from the field

#### ***Other activities:***

- Support fund raising team in conducting fund raising related activities/events/donor visit as per requirement.
- Support the line manager in developing annual action plan and rationalised budget.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

#### ***Expected competencies:***

- Graduate in social work or in other social science disciplines with 5-7 years of relevant experience. Candidates with MSW will have an added advantage.
- Have experience of stakeholders engagement, mobilization and coordination at community, block and district level
- Experience of working with government departments in the Village, District and state.
- Knowledge on child related laws such as JJ Act, POCSO Act, Child Labour (prohibition & regulation) Act and other relevant legislation and schemes for children.
- Sensitive to the rights of children, especially on child protection and gender issues
- Computer Savvy and can manage MIS
- Strong networking and management skills.
- Good language proficiency (Hindi and English)
- Having eye for details
- Willingness to undertake extensive field work.
- Flexibility and ability to work in a team.
- Sense of balance and ability to work under pressure.

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***Expected attitude:***

- Commitment towards working on the cause of children in difficult circumstances.
- Conduct yourself in accordance with the rules of ‘Child Safeguarding Policy’ and ‘Code of Conduct Policy’ in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies

***Job Reference:***

‘Project Coordinator, RCI’

***To Apply:***

The eligible candidates may send their application along with a cover letter at [careers.india@railwaychildren.org.in](mailto:careers.india@railwaychildren.org.in) by 15<sup>th</sup> September 2023. Please mention ‘**job reference**’ in subject line of application. Applications received without correct subject line will not be reviewed.

‘At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.’

Due to the high volume of applications often received, only those found suitable for the role will be contacted.