

Job Title : Programme Officer - Community Intervention
Department : Programme Management
Location : Delhi & NCR
Reporting to : Senior Manager Program and Strategic Alliance
Responsible for : Presently 8 Projects (4 communities around Delhi Sarai Rohilla Railway Station, 3 communities around Ghaziabad Railway Station and 1 community around Anand Vihar Railway Station) in and around Delhi/NCR.
Team reporting : 6 Community Mobilisers

Railway Children (RC) is an international not for profit organization, established in UK and working in India since 1996. RC has worked at more than **35 railway stations** and **reunified more than 100,000 children** (found alone and at risk) with their respective families. RC has played a significant role in the **development of the first ever Government Guidelines on protecting Children in Contact with the Railways**. Subsequently, it was also involved in the process of **developing Standard Operating Procedure (SoP) on child protection for the Indian Railways (2015)**. Railway Children India was established as a **Section 8 not for profit Indian company in 2013 to scale and sustain the impact of RC's work in India**. Railway Children India's (RCI) vision is **"a world where no child ever has to live on the street"**.

RCI aims to transform India's railway stations into **child-friendly spaces** to protect every child arriving or passing by the station alone. At the **community** level, we work to create a safety net within the community, so that none of the children fall out of the safety net and become vulnerable. We also work at the **Government** level to strengthen systems and structures; key to ensuring long-term and sustainable changes. An integral part of our work is capacity-building the station community and railway officials on the issues faced by children, and how to respond to their needs. RCI currently works at 3 railway stations and 1 bus terminal. We are also working with children living across 7 slum communities of Delhi and NCR settled around transport terminals. Our work protects around 4000 children every year.

Job Purpose:

The role of the Community Intervention Programme Officer is pivotal in executing, and supervising community-driven initiatives tailored to address the specific needs and challenges faced by vulnerable children, with a focus on preventing unnecessary separation and from becoming at risk or victims of any forms of abuse and exploitation. This position entails fostering collaboration and enhancing the accountability of community members, government stakeholders, and internal teams.

Key Responsibilities:

Case Management:

- Help Community Mobilisers with case management workload and planning. Rigorously track the case management plan implementation with the cohort

of vulnerable children identified across the 8 communities.

- Daily interactions with Community Mobilisers to understand case management status of children in high, moderate, and low vulnerability zone and compliance with child protection procedures.
- Provide guidance and support to Community Mobilisers in finalizing individual care plans, follow up and family strengthening efforts of the children in the high and moderate vulnerability zones.
- Coordinate with the Child Safeguarding Lead to discuss cases and ensure effective case management on a weekly basis.
- Rigorous monitoring of documentation under case management.
- Oversee the quality of the Community based Follow up Register and the related Case Files of children.
- Develop and execute a follow up plan in coordination with the Assistant Manager MEAL to measure the progress of each identified vulnerable child in the community.

Stakeholder Engagement:

- Collaborate with community members, local organizations, government agencies, and other stakeholders to build partnerships and ensure the success of interventions. Ensure timely interfaces between the government representatives, the children and the community members.

Project Implementation:

- Oversee the execution of community activity centres, the plan of action and ensure adherence to timelines, budget constraints, and quality standards.
- Work closely with project teams to monitor progress, identify challenges, and implement corrective actions.
- In coordination with the Assistant Manager MEAL support in collecting and analyzing data to measure outcomes, identify trends, and make data-driven decisions for program improvement.
- Develop communication strategies to raise awareness about issues and intervention outcomes.

Budget Management:

- Develop and manage budgets for community intervention programme activity, ensuring efficient use of resources and compliance with financial guidelines.

Reporting and Documentation:

- Prepare regular progress reports as per the organisation's programme monitoring and reporting structure.
- Maintain accurate records of programme activities, expenditures, and outcomes.

General Duties:

- Uphold and work within Railway Children India's policies and procedures.
- Adhere to Railway Children India's Child Safeguarding Policy and Code of Conduct Policy.
- Promote and embody Railway Children India's core values.
- Undertake any other duties as delegated by the line manager.

Expected Competencies:

- Graduate in social work or related discipline with 4-5 years of relevant experience. Preferably a Post Graduation in social work.
- Experience in coordinating child protection programmes and working with government departments with focus on community.
- Knowledge of child-related laws and schemes.
- Computer-savvy with strong networking and management skills.
- Proficient in Hindi and English.
- Detail-oriented with a willingness to undertake extensive fieldwork

Expected Attitude:

Commitment to the cause of children in difficult circumstances.
Adherence to Child Safeguarding and Code of Conduct Policies.

Compensation offered:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

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: Programme Officer - Community Intervention'

To Apply:

The eligible candidates may send their application along with a cover letter at [@contact@railwaychildren.org.in](mailto:contact@railwaychildren.org.in) by mentioning the Job title above. Please mention 'Job reference' in the subject line of the application. Applications received without correct subject lines 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 through 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 a high volume of applicants, only those found suitable for the role will be contacted.