

Job Title: Project Lead

Location: Dadar, Mumbai

Reporting to: Sr. Manager Programme & Strategic Alliance

Organization: Railway Children India

Nature of Employment – Permanent

Job Purpose

Project Lead (Transport Terminals) will be responsible for leading the on-ground implementation of RCI's child protection programme at Dadar and other railway stations to be expanded in future within Maharashtra. The role entails managing a team of field staff, ensuring high-quality program delivery, adherence to donor and organizational compliance, and effective coordination with government and non-government stakeholders. The Project Lead will act as the key link between the field teams and the program management unit to ensure effective execution, monitoring, and reporting of all program deliverables

Key Roles & Responsibilities

Programme Planning and leading the implementation

- Develop monthly and quarterly activity plans in line with program deliverables, donor compliance, and budget allocations.
- Ensure programme activities are executed within approved budgets ensuring judicious utilization of resources and prevention of over-expenditure.
- Oversee effective implementation of interventions at assigned transport terminals, ensuring all activities align with RCI's child protection framework.
- Develop and implement local advocacy and communication plans in coordination with the Sr. Programme Manager & Strategic Alliance
- Prepare and manage monthly duty rosters for the team, ensuring smooth 24x7 operations at transport terminals.
- Prepared to work 6 days a week (Monday to Saturday) and be present in Dadar and other project related areas every day and work along with the field team – lead by example.
- Provide supervision and guidance to the outreach team ensuring timely identification, rescue, and protection of children at risk.
- Ensure that Child Help Group (CHG) meetings are conducted and reported as per SOPs issued by Railways/Transport departments.
- Ensure all decisions are implemented in consultation with DCPU, Mumbai city.
- Manage regular communications and professional relationships with government and non-government stakeholders including CWC, DCPU, CCIs, Labour, Police, Health, and Education departments.
- Plan and conduct capacity-building and sensitization programs for stakeholders at terminal and community levels.
- Organize quarterly campaigns in collaboration with transport stakeholders to raise awareness among passengers.

Case Management and Child Protection

- Oversee and ensure daily diary entries, case documentation, and statutory compliances are maintained at the terminal and community levels.
- Facilitate the production of children before the Child Welfare Committee (CWC) and follow up on rehabilitation processes.

- Ensure Individual Care Plans (ICPs) are developed, implemented, and monitored for each child.
- Conduct regular case reviews and provide technical support to the social workers, child welfare officers, and outreach teams.
- Identify and manage child safeguarding risks; report incidents to the Child Safeguarding Lead.
- Ensure quality case management documentation and review for accuracy and completeness.

Budgeting & Financial Management

- Manage programme budgets efficiently, ensuring expenditures are in line with approved budget lines and donor guidelines.
- Review financial utilization reports, monitor variances, and provide corrective action plans as required.
- Prepare quality donor reports and support audits.

Monitoring, Evaluation & Reporting

- Track and analyze programme data to assess progress, challenges, and impact.
- Efficient data entry in MIS - support data collection, documentation, and preparation of periodic narrative and financial reports.
- Facilitate regular program reviews, monitoring visits, and learning documentation to ensure continuous improvement.

Coordination & Stakeholder Engagement

- Maintain strong working relationships with DCPU, Railway Protection Force (RPF), GRP, local NGOs, and other relevant government child & allied authorities as per strategy.
- Represent RCI in local and regional meetings, workshops, and networks to strengthen child protection collaboration.
- Ensure visibility and advocacy for RCI's work at transport terminals.
- Ensure monthly project progress report with DCPU, RPF, GRP and Station Director.

Compliance & Safeguarding

- Ensure strict adherence to RCI's child safeguarding policy in all program activities.
- Ensure compliance with donor requirements, statutory norms, and internal operational procedures.
- Promote a culture of safety, accountability, and ethical behavior within the team.

Documentation, Reporting, and Monitoring

- Ensure data entry and documentation are completed daily and verified for accuracy.
- Review intervention forms, reports, and registers regularly.
- Track and report fund utilization in alignment with the approved grant budget; maintain financial supporting documentation per RCI guidelines.
- Prepare high-quality monthly, quarterly, and annual progress reports and update MIS systems regularly.
- Compile case studies, success stories, and learnings to strengthen program visibility and impact documentation.
- Ensure timely submission of weekly child safeguarding reports and follow-up on issues raised.

Capacity Building and Team Development

- Mentor, guide, and build the capacity of the team for effective program delivery.
- Facilitate orientation and refresher training sessions for new and existing team members.
- Promote adherence to RCI's Quality Assurance Framework and child safeguarding standards.

Support to Fundraising and Strategic Initiatives

- Support the fundraising team in donor visits, documentation, and event coordination as required.
- Provide inputs in annual planning, budgeting, and proposal development processes.
- Undertake other responsibilities as assigned by the Senior Program Manager.

Qualifications and Experience

- Postgraduate degree in Social Work, Sociology, or related field.
- Minimum 7 years of experience in child protection will be preferred. However, the candidate should have worked with children on any related issue (e.g. education, nutrition) is a must. At least 2 years in a supervisory role is a must.
- Experience of direct work with children is a must.
- Proven experience in case management, stakeholder coordination, and project planning.
- Strong understanding of child protection systems, JJ Act, and related government mechanisms.

Skills and Competencies

- To speak and write in Marathi & English fluently is a must.
- Strong leadership, coordination, and mentoring skills.
- Excellent communication, report writing, and documentation skills.
- Financial discipline and ability to manage budgets.
- Proficiency in MS Office and digital data management tools.
- Commitment to RCI's vision, mission, and values, and adherence to child protection principles.

Compensation offered:

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

OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution. As we set out to achieve lifesaving change for vulnerable children, we make our people a promise:

- We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
- We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.

- We will work with our people to identify their career and development goals and facilitate opportunities for growth.
- We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
- When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.

To Apply:

The eligible candidates may send their application along with a cover letter at careers.india@railwaychildren.org.in. 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.