

Vacancy Note: Recruitment of Project Coordinator, June-2022

Job Title : Project Coordinator
Reporting To : Programme Manager
No. of Vacancies : 2
Location : Delhi/NCR

Vision, Mission and Values

Vision

We believe in a world where no child ever has to live on the streets.

Mission

We create and enable sustainable change in the lives of children living on the streets.

We do this in three ways:

- 1) On the streets - We seek to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.
- 2) In communities - We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.
- 3) With Governments - If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.

Values

Effectiveness - Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation - We think outside the box and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We are a leader, not a follower and constantly push ourselves to deliver sector leading work.

Bravery - We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & Integrity - We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Job Purpose

The position of Project Coordinator will lead the programme implementation at direct implementation project(s) of RCI. S/he will be responsible for effective execution of planned activities and quality deliverables as per agreed plan of action and timelines. In addition s/he is expected to work with the Programme manager for quality assurance of the programme.

Key responsibilities

Project Management

- Ensure the smooth functioning of the program on a day-to-day basis and managing stakeholders at station, in communities and in other respective areas
- Adhere and ensure all the team members adhere to the programme quality assurance framework.
- Ensure 24*7 outreach is conducted as per the shift plan at station and effective implementation of community activities as per the plan
- Ensure smooth production of rescued children before Child Welfare Committee (CWC)
- Ensure the effective implementation of activities planned in the communities
- Develop team's monthly duty roster in consultation with line manager and implement the same diligently.
- Adherence to all statutory compliances (*Daily Diary entry and filling of forms*) at station level, Open Shelter and in communities and ensure the quality of information filled in the forms and in registers on daily basis and updated timely.
- Ensure Individual care plan is developed and implemented for all children.
- Develop monthly activity plan in consultation with line manager and ensure its, implemented as per the timeline
- Conduct quarterly campaigns to sensitise passengers on child protection and child rights in collaboration with railway authorities and station level stakeholders
- Facilitate monthly Child Help Group (CHG) meeting and its documentation
- Working days: 6 days a week

Child Safeguarding & Reporting

- Responsible for ensuring effective implementation of Child Safeguarding Policy and procedures at Project level, its adherence by staff members and encourage team members to share any CS issue, concern, or doubts asap/immediately

- Report/share the CS incidences/concerns/doubts/queries as per CS reporting procedure
- Ensure timely submission of Child Safeguarding reports
- Ensure Child Safeguarding remains as standing agenda in the weekly team meeting

Stakeholder Management

Regular liaison with the various stakeholders such as child welfare committee, Child Care Institutes (CCIs), District Child Line, DCPU (District Child Protection Unit), station level Railway Authorities and any other as per project requirement.

Project Planning, Budgeting, MIS Management and Reporting

- Support in developing annual action plan and rationalised budget for the project
- Responsible for project fund utilization in line with approved grant and project objectives and maintain and submit finance related necessary supporting documents as per RCI's financial guidelines.
- facilitate visits of donors, exposure visits for new joiners, consultants, Volunteers etc and support fundraising team in conducting fund raising related activities
- Ensure updation of project record/MIS with quality inputs
- Responsible for timely preparation and submission of quality reports (narrative, data, finance, MIS) on weekly/monthly/ quarterly/bi annual/ annual reports for donors

Team Management, Development and Support

- Ensure Project team members are adequately supported in efficient implementation of work on day-to-day basis through providing handholding support, monitoring the progress against yearly & monthly work plan, feedback and ensuring continuous support in managing crisis
- Conduct structured weekly and monthly review and assess performance of the project and team's to recommend strategies to improve the implementation of the project
- Conduct monthly one-to-one meetings as part of Performance Management and Development Policy & procedure

Expected competencies:

- Graduate in social work or in other social science disciplines with 4-5 years of relevant experience. Candidates with MSW will have an added advantage.
- Experience of coordinating the implementation of child protection programme
- Experience of working with government departments in the Village, District and state. Experience of working with railway authorities will be an added advantage.
- Knowledge on child related laws such as JJ Act, POCSO Act, Child Labour (prohibition & regulation) Act.
- 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
- Demonstrable commitment to and the ability to uphold and promote Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness in all activities.
- Understanding of the importance of Railway Children India's Code of Conduct and Child Safeguarding Policy.
- Willingness to undertake extensive field work.
- Flexibility and ability to work in a team.
- Sense of balance and ability to work under pressure.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

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
- **Additional attitude (s)**
 - as per the Job description

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 by June 30th, 2022. 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.