Job Description:
Manager- Planning and Mobilization, Dehradun

ABOUT SEEDS
SEEDS is a not-for-profit organization that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response, and rehabilitation. Since 1994, the organization has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approaches to build the long-term resilience of the communities it serves. As SEEDS looks at completing 26 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

POSITION
Manager planning and Mobilization will support Organisation to work across the public and private sectors primarily focused on Community, local organisations, institutions, and individuals who wish to contribute their time, and skills to build community resilience in line to meet SEEDS vision and Mission.

The position shall be part of North Regional Team based at Dehradun.

RESPONSIBILITIES:

1. Volunteer Management
   - Volunteers’ identification and recruitment based on the needs of organization and project
   - Mentoring, monitoring, evaluating given task and ensuring appropriate support and training
   - Motivation and accreditation of the volunteers for their performed tasks.
   - Ensure role clarity of engaged volunteer.
   - Ensure that the welfare of volunteers is high and perform any other programme activities as and when required.
   - Maintaining and up-to-date database of Volunteer

2. Partnership Management
   - Networking and Liaison with national and local organisations for a sustained partnership, including emergency response.
   - Monitoring and supportive supervision of activities of partner organization and sharing of feedback to maintain healthy relation
   - Encouraging good conduct of partners and SEEDS team members during engagement in any partnership deliverable
   - Ideate tools and ways to engage partner on regular basis
   - Facilitate and capacity building of partner in relevance to need.
3. **Community Liaison:**
- Liaison with community representatives in the project intervention area to ensure smooth flow of activities
- Liaison with local administration and departments during emergency response at community, district, and state level
- Ideate in consensus with the project team and planning community campaigns
- Liaison and networking with citizen forums, RWA and such community groups for establishing network and pool of volunteers

4. **Other**
- Documentation and reporting
- Facilitate and support other project offices in the Northern region as part of Regional Team member
- Any other work assigned by Regional Manager as deemed fit
- Support to Resource Mobilisation Team as and when required
- Development of tool and system to ensure delivery of responsibilities

**Candidate must have**
- Degree in Social Work or any equivalent degree in social science/humanities
- Diploma/certificate courses on Disaster Management, Rural Development, or/and any other similar courses
- Experience – Minimum of two to three years managerial or related work experience in a non-profit or charitable organization, most preferably as a volunteer manager and networking
- Strong communication skills – written and verbal, which will be useful in creating handbooks, training manuals, and other program materials
- Strong analytical, leadership and planning skills
- Ability to multi-task and work under pressure in a fast-paced environment
- Strong computer skills and proficiency in word processing, database management, spreadsheet applications, and Raiser’s Edge or other fundraising software
- Attention to details and a clear understanding of the sector; commitment to the organization; and ability to handle information confidentially
- Strong interpersonal skills and ability to deal with a diverse type of people
- Excellent organizational, time management skills, and ability to cope with limited resources, seize opportunities and think creatively
- Good work ethics, a flexible and non-judgmental approach to people
- Ability to work effectively as part of a team and take initiatives when the need arises

**We value**
- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate, and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous, and highly flexible environments
- Ability to work and deliver independently as well as be part of a team

**Location**
Dehradun, India

**Travel**
Willing to travel up to 60% of the time

**Term**
2 years (renewal)

**How to Apply**
Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to joinus@seedsindia.org with the subject “Manager- Planning and Mobilization, Dehradun” in SEEDS latest by 28th February 2021. We are an equal opportunity employer and value diversity at our organisation. Please mention your current and expected salary, and joining time required.

For information about the organisation, visit us at www.seedsindia.org.