Job Description:
Manager- School Coordinator

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
The Manager- School Coordinator will lead the team of school trainers on SEEDS ‘School Safety Program in East Delhi and be responsible for awareness and training of schools, neighbourhood, including mobilization of the school, neighbourhood community and liaison with District and Local Government and other stake holders aligned to field activities

RESPONSIBILITIES:
She/he shall ensure the successful implementation of the program in high quality within the project period with desired results achieved through the following roles and responsibilities:

- Liaison and coordination with school authorities for workshops sessions, structural and non-structural activities within school.
- Develop work plan for trainers and gather reports.
- Facilitate and organize workshops at schools and within community.
- Weekly/Monthly update of activities for donor reports.
- Support in monthly campaigns.
- Field visits
- Prepare budget, procurement, annual operation plan along with team.
- Coordination and alignment within project team for overall completion of activities in school.
- Support in mobilization of school children, teachers, youth and other stake holders
- Support and monitor non-structural mitigation and other such work.
- Prepare workshop reports
- Record keeping of allocated schools/community
- Photo documentations, case studies and data compilation of all accomplished activities.
- Lead the team of school trainers
- Arrange and facilitate trainings, capacity building activities, field activities.
- Prepare periodic reports within timelines.

Candidate must have
- Degree in Social Work or any equivalent degree in social science/humanities
- Other desired qualification
Diploma/certificate courses on Disaster Management, Rural Development, or/and any other similar courses  
Minimum of 5 years of professional experience in preferably in Developmental Organization  
- Desirable Experience and skills in:  
  School safety program  
  Child Rights and children-oriented programs  
  Leadership skill  
  Good Communications skills  

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  
East Delhi, India  

Travel  
Willing to travel up to 40% 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- School Coordinator, East Delhi” 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.