



Job Description –Livelihood Programme Manager

About Urja Trust

Urja Trust is a Non-government Organisation that acts as a catalyst for homeless young women by supporting their basic needs and building an exemplary, replicable model that provides opportunities for their economic, psychological, emotional, civil and social development. Our vision is a safe, just, equitable and compassionate society where youth can pursue their lives with freedom and dignity.

Purpose of this Position:

The role of the Livelihood Programme Manager is to coordinate programmes and activities for the beneficiaries of Urja in order to help them develop their confidence, self-worth, financial independence and identity.

| | |
|------------------------|----------------------------|
| Location | Mumbai |
| Time Commitment | Full time |
| Reporting | Development Programme Head |

| No | Key Job Area |
|----|--|
| 1 | Program Design and planning <ul style="list-style-type: none">● Design the livelihood program to ensure that it evolves according to the identified needs of beneficiaries and developments in the market.● Coordinate with case workers and beneficiaries to prepare comprehensive rehabilitation plans for the beneficiaries and oversee the implementation of the livelihood related plans created for the beneficiaries.● Design, update and implement a curriculum for livelihood and employability skills for the beneficiaries to facilitate planned learning. |
| 2 | Program Execution <ul style="list-style-type: none">● Develop, update and implement Standard Operating Procedures for the Livelihood Program.● Monitor programme budget and spending and maintain the accounts.● Monitor progress of each beneficiary in terms of employability, livelihood and financial stability to ensure the implementation of plans.● Facilitate the opening and management of bank accounts for beneficiaries and monitor their stipends.● Identify and maintain relationship with organisations and institutions that provide livelihood related options for beneficiaries including training, employment etc.● Organise and facilitate exposure visits to enhance beneficiary understanding of various trades and of professionalism. |



| | |
|---|---|
| | <ul style="list-style-type: none">● Identify, recruit and manage mentors for beneficiaries to ensure that they access work-related coaching.● Manage and supervise interns and volunteers that are associated with the Livelihood Program. |
| 3 | Reporting & documentation <ul style="list-style-type: none">● Submit monthly report of programme activities.● Document beneficiary successes related to the livelihood program for the organisations marketing collaterals. |

Education & other required qualifications/experience/skills for the job:

- A bachelor or Master’s degree in business/ social entrepreneurship.
- Vocational training background.
- Experience working with youth.
- Excellent planning, organisational, team management, communication, interpersonal facilitation and leadership skills.
- Strong networking skills.
- Creative thinker.
- Knowledge of financial activities.
- Basic computer and internet skills.
- Good writing skills.
- Experience working with Non-profit organisation is preferred.

To apply for this role please send your CV and Covering Letter to us.

| | |
|-----------------------|--|
| Email | urja20twelve@gmail.com |
| Contact Number | 9819806266 / 02224124397 |
| Address | Urja Trust 129/A, Ground Floor, Latiff Villa Compounds, Opp. Antra Jewelers, Near Bank of Maharashtra Next to Ranjit Film Studio, Dada Saheb Falke Rd. Dadar – (E), Mumbai- 14 |