
Job Title: Programme Officer (Skill Enhancement and Economic Development/ SEED)

Department: Programmes

Location: Mumbai (Goregaon) | On-site

Employment Type: Full-time

Reports To: Programme Manager

Manages: Faculty - Market Skills

Date - 30th May, 2025

About Veruschka Foundation

Veruschka Foundation empowers individuals with developmental disabilities to become contributing members of society through the power of food. Using cookery as a medium, the organisation provides sustainable livelihood opportunities and promotes independence through entrepreneurship, mainstream employment, and life skills development.

Website: <https://theveruschkafoundation.org>

Purpose of the Role

Programme Officer will play a pivotal role in the on-ground implementation of Veruschka Foundation's Skill Enhancement and Economic Development (SEED) programme for persons with intellectual disabilities. This includes leading community mobilisation, managing the student admissions process, coordinating with external stakeholders and internal teams to ensure effective programme delivery, and supporting the Monitoring, Evaluation, and Learning (MEL) for the programme.

Programme Officer will serve as the bridge between strategy and execution, turning plans into action by engaging directly with community stakeholders, tracking participant progress, and ensuring that the programme is delivered with quality and sensitivity.

Key Responsibilities

1. Programme Implementation and Coordination

- Support the Programme Manager in the effective delivery of programmes, ensuring activities are carried out in accordance with the established timelines and the Standard Operating Procedures.
- Coordinate day-to-day operations of the programme at the field level, liaising with internal teams and external stakeholders.
- Track and document programme progress, challenges, and learnings to support ongoing improvement.

2. Community Mobilisation

- Lead outreach efforts to engage potential students and community stakeholders through field visits, awareness sessions, and partnerships with local institutions.
- Manage end-to-end admissions for the SEED programme, including counseling parents and students, sharing programme details, addressing concerns, and ensuring smooth enrollment.
- Collaborate with the communications team to execute mobilisation campaigns and community engagement across offline and digital channels.

3. Employability Pathways for SEED

- Coordinate with Veruschka Foundation's employment initiative (*Bite Better*) and external placement partners to support students in securing meaningful livelihood opportunities post training under the SEED programme.
- Track the employability outcomes and support efforts to improve the income generation and financial independence among the graduates of the programme.

4. Monitoring, Evaluation and Reporting

- Support the collection, collation, and analysis of programme data using Management Information Systems (MIS) tools.
- Coordinate with the Faculty to ensure timely and accurate data entry for programme outcomes.
- Contribute to the preparation of the internal impact reports and the external reports for donors, ensuring compliance with reporting frameworks and grant requirements.

5. Communications

- Work with the communications team to provide relevant programme information, photographs, success stories, and insights for the Annual Report and other materials that highlight impact.

6. Administrative Support

- Ensure smooth execution of all operational processes related to student onboarding and ongoing participation.
 - Support the Programme Manager and leadership team with documentation, due diligence requirements, and compliance monitoring.
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Key Requirements

Qualifications and Experience

- **Education:** Bachelor's degree in Development Studies, Education, Sustainability, Social Work, or related fields.
- **Experience:** 2-3 years of prior work experience (mandatory); Prior experience in programme implementation, community mobilisation, or similar roles is preferred

Skills and Knowledge

- Community outreach and stakeholder mobilisation
- Programme coordination and implementation
- Data collection, analysis, and reporting
- Market research and stakeholder engagement
- Empathetic and persuasive communication
- Familiarity with project management tools and SOP adherence
- Ability to conduct Focus Group Discussions and field visits
- Comfort with both independent work and team collaboration

Desired Attitude and Mindset

- Deep passion for working closely with underserved communities
 - High levels of empathy, patience, and active listening
 - Comfort in field-based work and engagement-heavy roles
 - Inclusive mindset with sensitivity to diverse groups
 - Problem-solving mindset with the ability to adapt in real time
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Key Interaction

The Programme Officer will closely work with the Programme Manager, Chief Executive Officer, Chief Operating Officer, Programmes and Partnerships Lead, Fundraising Associate, and Communications Associate, and Faculty members.

Why Join Veruschka Foundation?

At Veruschka Foundation, we empower individuals with intellectual disabilities through a unique culinary-based model that blends disability advocacy, skill-building, and livelihood creation. As we grow, we offer our team:

- A chance to build systems from the ground up in a dynamic, scaling organization
 - Opportunities to lead, problem-solve, and make decisions
 - A diverse, collaborative team culture with professionals from multiple sectors
 - A positive, supportive work environment with strong mentorship and leadership access
 - Regular team bonding activities, an open-door policy, and an emphasis on personal growth
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