

### Job Description –Village Operations Facilitator

<b>Designation</b>	Village Operations Facilitator
<b>Department</b>	Operations
<b>Location</b>	Villages of Abu Road, Dausa and Slums in Jaipur
<b>Employment type</b>	Employment contract / Consultant
<b>Report to</b>	Cluster Incharge
<b>Positions reporting to this role</b>	-
<b>Employment level</b>	Junior

<b>Version No:</b>			
JD No.:		Version No.:	
Effective date:	July 2021	JD approved by:	Project Lead

#### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

#### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

#### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together		<b>Ensuring Alignment</b> – Think differently but work together

✓ **Job Profile**

✓ **Scope & overview of the role:**

An MOU has been signed by Foundation to Educate Girls Globally and Department of Women Empowerment of Rajasthan accordingly Educate Girls and GoR shall jointly make efforts towards the inclusive and holistic development for the adolescent girls and women.

The purpose of the MOU is to strengthen the role of key stake holders of women empowerment in planning and implementing the program in the selected districts, blocks and villages. The state team further will create the leaders (who will take the model up) for replication of the model in the state as well as, in different parts of the country.

The project is based on the core enabling and enhancing areas of adolescent girls and women between the age group of 10 to 35 years including accessibility of education, livelihood opportunities, reproductive health issues, Leadership roles, Gender-Equality, Reproductive and other Life skills issues.

To implement this project effectively and intensively a state district, cluster and village level program implementation structure designed. The Project is mainly focused on the following Key Verticals

- Access to quality education
- Access to Social empowerment issues
- Access to skills for livelihood
- Access to political and legal dimensions

The elaborative intent of the above verticals is as follows:-

- Attempts to ensure the reach of adolescent girls to education through different educational platforms ;
- Increase the levels of self-image and self-confidence in women so that they may also play a positive role in the development;
- To help the State Government in effective implementation of its various schemes, play an active role, to help Saathins, Self Help Groups, women, adolescent girls etc.
- To connect elderly adolescent girls and women to the skill development programmes/ entrepreneurship programmes for their better livelihood option.
- To prepare a positive environment in support of efforts/attempts made to prevent violence against women and for that, to make both men and women as equal partners.
- To enable the women/ adolescent girls to the degree that they could raise questions in a critical fashion; and making the information and knowledge as a base, could receive education; and become so skilled that they could earn their livelihood and contribute towards the development of society.

**To work on the above cohesive areas of empowerment processes educate girls requires individuals who will be capable of working efficiently and professionally at District Level and have a good experience to working with senior and middle level officers of government.**

✓ **Areas of Responsibility:**

Community Operations Facilitator is the key functional officers in the program. They are the foot soldiers of the program and are responsible for entire project implementation on the field. They are the physical representatives of the organization in the village. They conduct the entire program on field with the support of cluster in charge and district head. Role of VOF is multi-dimensional, multi-faceted and multi-functional which requires lot of dedication, handwork and multi-tasking. Role of VOF is like a catalyst for smooth implementation of program

Functions of VOF are mainly divided into following sections.

### 1) Need Assessment

- VOF have the initial icebreaking interactions with all the stake holders of selected villages along with CI (wherever possible). The VOF gets introduced to the stakeholders and lay the foundation of smooth project implementation with maximum impact in the village.
- VOF conducts primary and/or secondary survey of village to understand various Socioeconomic and demographic features of the village for effective implementation of the project.
- VOF conducts need assessment of villages based on format and shortlist the target groups for different kind of interventions.

### 2) Mobilizations & Awareness

- Each VOF will be responsible for 5-6 villages depending on the needs and spread of the program.
- Regular interaction with key stakeholders of the village ( Including Sarpanch and other PRI members, School Principal, Aanganwadi worker, SHG/Co-operatives of the village, Animal Husbandry Department, Banks etc.
- Conduct various village awareness and mobilization programmes like Ratri Choupal, Street plays, Focussed Group Discussions, Participatory rural appraisals etc.
- Door to Door Contact, Community meetings

### 3) Livelihood Vertical

- VOF Will responsible for the following for :-
  - Conduct EAP for mobilizing livelihood target group in all villages.
  - Batch approval details for conducting trainings through Cluster in charge.
  - Explore market linkage possibilities for maximum settlement of the candidates with increased income
  - Identifies various avenues for settlement of trainees.
- Identifies group will reach to the center for the training.
- VOF will provide inputs for the batch approval for conducting livelihood based training courses.
- VOF plays an important role in market linkage and conducts following activities
  - Ensures that the maximum beneficiaries gets settled with best increase in incomes
  - Identifies various avenues for settlement of trainees.
  - Maintains cordial relationships with all the market players
- Conducts a cost estimate of the training which helps in budget approval for training
- Identifies the training center and its hygiene and proper setup with branding etc.
- Arranges all the requirements for training at optimal costs by hiring or buying and making best choices
- All the stationary and other supporting materials for training have to be ensured.
- Create Women Groups and FPOS for sustainable livelihood options.

### 4) Education Vertical

VOF will ensure the following –

- Complete Identification of Dropouts girls/boys of the village and ensure their enrollment in respective classes with the help of cluster in charge and other government officials.
- Conduct door to door contact, community meetings and stake holder's ownership program.
- Active facilitation for constitution of SMCs and training of SMC members
- Organize proper mechanism of regular parent teacher meeting and SMC meetings.
- Identify GAPS in learning of the students and organize remedial classes for them
- Create a pool of teachers and trainers who can conduct the classes for students
- Team of village volunteers,
- With the help of local resources conduct activities in model schools as per the BBBP scheme.
- Identify the area of operation under Shiksha Setu Yogna.
- Mobilize teachers for subject and innovation oriented training programs.

- Conduct Sports for development trainings with the help of teachers and others.
- Organize different out of box activities for joyful learning.

#### 5) Social Vertical :-

- VOF will ensure the following:-
- Prepare a proper village and slum profile with all necessary details of the area (with geographic, socio economic, demographic and economic status).
- Organize meetings with all existing groups of women and adolescents girls for building awareness around child marriage, early pregnancy, and Health and hygiene issues.
- Organize life skills trainings of adolescent girls, women and youth as per the identified target.
- Build convergence with local PHCs and build awareness about the different aspects of reproductive health/primary care etc.
- Aware about all the schemes related to the marginalized beneficiaries.

#### 6) Political

- Organize trainings for identified targets groups about the political and legal rights
- To build awareness among adolescent girls and women on their political and legal rights and increase their knowledge & ability to access relevant social security and government schemes,
- Enhance the SHGs and Other groups through different kinds of trainings and exposures about their rights
- Converge with different department as per the need of the program.

#### 7) Training related functions,

- VOF conducts EDP sessions in the village along with Cluster Incharge and village volunteers
- VOF maintains attendance register for all trainees, trainer and also ensures that all activities conducted as per the schedule.
- Monitoring of training program is conducted by the VOF
- VOF ensure that the training and other targets entrusted to them for the village are achieved.
- VOF maintains list of all the assets of program and also safeguards them during training
- VOF helps in conducting Financial Literacy /MILY with all the trainees
- VOF is supposed to prepare/collect Games/ Songs etc. for the MILY and EDP sessions
- VOF arranges for all the logistics for convocation of the project
- VOF ensures that the trainings are conducted on schedule and there are no delays
- VOF ensures trainings are conducted within the approved budgets
- VOF tracks the dropouts of the training and makes efforts to ensure that the dropouts are minimum
- VOF handles the conflicts during the entire program and resolves them. He may involve CI if required
- VOF is accountable for all the assets after completion of training. All the hired assets have to be returned and other assets stored properly for next batch
- VOF takes feedback of trainees regarding the training and other aspects of the program and tries to improve the program.
- VOF maintains cordial relations with the vendors and ensures that their payments are done on time.

#### 8) Reporting

- VOF regularly reports to the CI and District Head via calls, messages or by sending reports
- VOF collects the necessary data from the field and share with other officers.
- VOF does daily/ monthly reporting of data as per the requirements.
- VOF will identify and share the good success story various success stories over whom the Case studies can be prepared
- VOF clicks good photographs of the project

- VOF safeguards the hardcopies of all the reports and formats associated for the project. Thus, documentation is one of the key role of CF
- CI and DH handles senior management visits and other media visits with the help of VOF, VOF will mobilizes people for the visits
- VOF fills up all the necessary formats like Need Assessment, KYT, EAP report, Application forms, Undertaking of trainees, etc. for the compliance of project to the SOP
- VOF conducts follow up with the trainees as per the SOP to ensure sustainability of project
- VOF also prepares follow up reports to track income enhancement of beneficiaries
- VOF organizes other activities in the village as instructed by the Senior Management. Drives such as literacy drives, cleanliness drives etc.

✓ **Education Background:**

Graduate/Post Graduate/B.Ed./MSW

✓ **Work Experience:**

Experience to work in the area of Livelihood, Education and social issues will be preferred.

✓ **Skills Set:**

• **Soft skills:**

- Fluent in Hindi and local dialect
- Organized, Credibility and responsiveness to all situations, Communicative
- Counseling and guidance, inclusive, open to change and entrepreneurial
- Social perspective and a unfettering drive towards community service
- Should have a perspective towards social development
- Ability to relate people from a wide range of backgrounds and to engage with target groups
- Good communication skills
- Good Leadership, motivational and organizational skills
- Commitment and Responsibility
- Sincerity, patience
- Ability to work under pressure
- Time management
- Excellent listening skills

• **Technical skills:**

- Good contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions
- Knowledge about Right to education, Child psychology and Motivation theory
- To facilitate meeting and training with villagers
- Good knowledge of usage of smart phones and various applications.
- Strong documentation skills
- Basic knowledge of Computers including Word, Excel an Internet
- Drive a motorcycle/Scooter

✓ **Travel requirement:** Intensive travel in allocated villages (20 to 22 days in a month)

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."