



ENFOLD PROACTIVE HEALTH TRUST

Position:	Project Manager - Suvidha Project
Reports to:	Director - Prevention Programs
Location:	Bengaluru
Full/part-time	Full-time
Key Responsibilities	<ol style="list-style-type: none"> 1. Working closely with other members of the Suvidha Teams to understand the contents of the Suvidha Suraksha Kit (for children with intellectual disabilities, ASD), the Suvidha Sparsh kit (for children with AI/VI) and the Suvidha Manual and the rationale for each activity. 2. Support the completion of teaching-learning materials, which are a part of the Suvidha Sparsh Kit. 3. Periodic revision and redesigning of the Suvidha manual and other contents of the Suvidha Kits - for example, to add content related to AI/VI and other disabilities. 4. Liaisoning and maintaining connections with the organisations, universities, and individuals who have reached out to Enfold, responding to new queries, actively participating in the disability network, and making new connections. 5. Reaching out to institutions to offer training in sexuality and personal safety for teachers, parents and caregivers, trainers of persons with disability, and the use of the Suvidha Kit. 6. Facilitate Demystifying Sexuality sessions for caregivers, parents and representatives of organisations working in the disability sector. 7. Writing papers for presentations at conferences and presenting them—this may require travel to other states and cities. 8. Taking the Suvidha Project forward - <ol style="list-style-type: none"> a. Adapting the existing materials for people with visual impairment/ auditory impairment. b. Develop new content and materials—for example, make a kit for adults with intellectual disabilities and expand the scope to include kits for learning life skills. <p style="margin-left: 40px;">a and b would require receiving input from experts in the</p>



	<p>field, developing content, having the material reviewed and vetted by an expert panel, testing the same, liaising with designers and the production team, and choosing suitable materials and packaging for the kit.</p> <ol style="list-style-type: none"> c. Support the distribution and dissemination of the kits, including training participants, individuals and others as and when required. d. Coordinate and support the translation of the kit to languages other than English, liaison with translators, and have the content vetted. e. Explore obtaining Rehabilitation Council of India certification for Enfold’s training programs in this sector. <ol style="list-style-type: none"> 9. Documentation—Maintaining records of training programs, organizations/people interested in the project, stock of kits, quotations received for printing, etc. 10. Monitor project budgets, track expenditures, and ensure financial objectives are met. Report any variances and recommend corrective actions. 11. Serve as the main point of contact for project stakeholders. Provide regular updates, address concerns, and inform stakeholders about project progress. 12. Identify potential risks and develop mitigation strategies. Proactively address issues that may impact project timelines or outcomes 13. Ensure project deliverables meet the required quality standards and are aligned with client expectations. 14. Participate and contribute to other projects of Enfold that may involve disability sector 15. Support the Prevention Team’s content and facilitation-related work as and when required
<p>Qualification and Experience</p>	<p>EDUCATION: Masters Degree in Special Education or similar degree</p> <p>WORK EXPERIENCE: Essential: 4 years of professional experience Preferable: 5+ years professional experience</p>





Skills and Personal Attributes:	Essential : <ol style="list-style-type: none">1. Proficient in speaking, reading and writing English and Kannada.2. Strong verbal and written communication skills.3. Present information creatively and engagingly.4. Proficiency in Google Workspace (doc, sheet, PowerPoint, forms, etc.), Excel, and basic data analysis.5. Strong interpersonal, problem-solving and conflict-resolution skills.<ol style="list-style-type: none">a. Professionalism at the workplace.b. Ability to work in a team and work effectively with people across all organisational work levels, willingness to contribute and learn from othersc. Proven ability to work effectively with diverse populations and community stakeholders, demonstrating a commitment to human rights.6. A keen eye for detail to ensure all aspects of the project are accounted for and executed correctly.7. Flexibility to adapt to changing project requirements, unexpected challenges, and new information.
Last Date for application	September 15, 2024
Joining Date	Immediately
Application Details	Enfold is committed to providing equal opportunities in employment and creating an inclusive work environment. Interested candidates can fill this form

