

ENFOLD PROACTIVE HEALTH TRUST

Role: Facilitator

Job Description

Job Title:	Facilitator
Location:	Bangalore
Nature of Engagement	Full Time
Reports to	Director - Prevention Programs
Key Responsibilities	<ol style="list-style-type: none"> 1. Facilitate sessions for adults/children on Human/Child Rights, gender equity, personal safety, child sexual abuse, POSH, POCSO and restorative justice both in-person and online. 2. Coordinate with agencies that support Enfold's prevention work with children and adults from all socio-economic backgrounds and establish networks with partner organizations/institutions. 3. Creating content related to the work done by the prevention team 4. Plan prevention team workshops, programs and capacity building sessions for children and adults. 5. Handle execution, logistics, registrations and feedback collection 6. Maintain project related documentation/reports 7. Coordination with internal team members and updating Enfold's reach data on monthly basis 8. Coordination with the finance team and project team for monthly project updates 9. Work and coordinate with cross-functional teams on need basis 10. Support with creation and dissemination of information, education and communication materials (IEC) related to prevention team programs. 11. Some amount of school coordination 12. To be trained on POSH and Internal Committee (IC) member roles and responsibilities 13. Representation from Enfold as POSH/IC member for various corporate companies and NGOs. 14. Any other work undertaken by the Team, through mutual consultation based on priorities identified <p>Any other work undertaken by the Team, through mutual consultation based on priorities identified.</p>
Qualification and Experience	<p>EDUCATION: Graduation/Master degree in Sociology/ Psychology/ Gender Studies /Social Work or in related field.</p> <p>WORK EXPERIENCE: 2+ years of professional experience in the development sector, experience working with children, women, and gender and sexual minority groups, exposure/experience of working with Government departments and grassroot level organizations.</p>

Skills and Personal Attributes	Essential: <ol style="list-style-type: none"> 1. Excellent communication, writing, interpersonal and technical skills 2. Willingness to work collaboratively within and across teams and functions to achieve organizational objectives 3. Ability to work under pressure to ensure project and program deliverables are met 4. Sufficient bandwidth to cover occasional emergencies and stretched working hours 5. Good skills in engaging positively with diverse groups of people 6. Commitment to human and child rights principles and values. 7. Willingness to contribute and learn from others 8. Experience in creating content and training modules 9. Ability to provide constructive feedback and mentor others when needed 10. Proficiency in the use of computers and working with Microsoft Office (Word, Excel, PPT), Google Drive, use of internet and email. 11. Organizational capabilities in planning and executing work, monitoring and reporting on work, participating in/ conducting reviews, contributing to proposals, brainstorming 12. Proficiency in speaking, reading and writing English and Kannada.
Last Date for application	25th April 2025
Joining Date	15th May 2025
Application Details	Interested candidates can fill this form: https://forms.gle/Eb3QyEstZaaz4JAu7

Note : Enfold has a zero tolerance for Sexual Exploitation and Abuse.

Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff must adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarisation with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.