

Cluster Program Officer

About the Organization	AIM Trust is an NGO established in 1999, working towards the sustainable development of the society through child welfare, climate resilience, livelihood practices, skill enhancement, migrants' welfare, intervention regarding climate change, air and water quality, emergency relief, disaster risk reduction, promotion of Covid appropriate behavior etc. AIM believes in gender equality and diversity within the organization and the society at large. With its head office at Lucknow it has so far covered 5 districts, 850 villages and addressed the issue of 4000 women farmers.
Job Title	Cluster Resource Person
Location	Multiple Locations
Contract	Term of One Years coterminous with project whichever is earlier
Reports To	Project Lead- Women Win Fair4All
Scope of Position	<p>The incumbent will lead the Responsible value chain work under PVP in the cluster as a cluster resource person. S/he would ensure the values of gender equality and inclusiveness across all the interventions at cluster level. The person will take a lead in advocacy, networking and govt liaisoning at cluster level along. The person should be aware with Sugar supply chain issues in Uttar Pradesh & Maharashtra.</p> <p>The person should have technical knowledge and experience of working on gender equality and women's rights. Experience of urban governance, advocacy in the urban context and exposure to community mobilisation work is highly desirable.</p> <p>She will regularly engage with government and policy bodies such as the Municipal Corporation, Women and Child Development, Health and Education department at the city and state level primarily but also at the national level when required.</p>
Key Responsibilities	<p>Program Support</p> <ol style="list-style-type: none">1. To support large funded programme /projects at the state, and district level through regular visits and undertake direct implementation, project appraisal, monitoring, evaluation including financial monitoring.2. To provide support in establishing links between project work including at the district level, to state level policies and macro policy and practice environment.3. To ensure minimum organisational standards in programme quality and programme reporting for back donors. Ensure that gender, inequality, diversity and social inclusion analyses are applied across all levels of planning and delivery.4. Undertake documentation of actions undertaken, impact achieved and preparation of quarterly, semi-annual and annual reports5. To lead and contribute to the development of quality proposals both nationally as well as for the state; as also to integrate gender justice, social inclusion and inequality reducing lens within proposals of the state and cluster of districts. Support relationship building with current and potential donor agencies.6. To actively participate in and contribute to all team processes leading to programme development, management and effective functioning of the team s/he is part of;

Key Responsibilities

Capacity Building

7. Jointly with other program staff, undertake capacity building at the community and other stakeholders of relevance
8. Implement AIM's Gender Justice Policies and ensure inclusion of a coherent focus on social inclusion and reduction of inequality in the program
9. Mentor members of teams at the district and village level to support program delivery

Communication

10. Contribute to communicating Program's/organization's perspectives in various forums and to mass-media.
11. Contribute to the development of public communication materials in coordination with the Public Engagement Team to support online and on-ground mobilization and policy-maker outreach.

<p>Skill and Competence</p>	<ol style="list-style-type: none"> 1. Proven track record of achieving results of project implementation, management, development, project reporting and financial management. 2. Experience in policy advocacy and lobbying with government on policy issues. 3. Experience of campaigning is an asset. 4. Should have technical knowledge and experience of working on gender equality and women’s rights. Experience of urban governance, advocacy in the urban context and exposure to community mobilisation work is highly desirable. 5. Experience of capacity building and training of civil society organisations and ability to build strong networking across the state and region. Experience of engagement with networks and alliances of the state is an asset. 6. Proven ability in social research and macro policy analysis 7. Knowledge of the socio-economic and political context of the country including robust understanding of gender and diversity issues in India is required. 8. Basic understanding of social media platforms like Twitter, Instagram and Facebook and experience in drafting professional posts for the platforms. 9. Well-developed analytical, conceptual and writing skills. 10. Results oriented, able to manage multiple tasks and have good planning, management and organisation skills – should be a self-starter. 11. Ability inspire and motivate teams and networks towards action. Well-developed interpersonal and team skills and flexible in demanding situations. 12. Six years of experience in a similar job, including experience of project implementation and advocacy campaigns. Must have worked with a grass root development organisation. 13. Bachelor Degree, preferably in Social Science or equivalent. 14. Good written and spoken English and Hindi is essential. Preferably knows the local language. 15. Computing skills (should be fluent in MS Office, especially Word and Excel and electronic communication). 16. Willingness and ability to undertake extensive travel and sustained fieldwork
<p>Relocation</p>	<p>During the course of employment the post holder may be required to move base on a temporary or permanent basis to any workplace controlled by</p>
<p>Travel</p>	<p>Willingness to travel and undertake sustained fieldwork as per requirement of the particular position</p>
<p>Email your CV to</p>	<p>aimtrustngo@gmail.com</p>