

DIRECTOR – Citizenship and Advocacy

With increased urbanisation in India, the issue of urban poverty is on the rise - and will magnify if not tackled collectively. And nowhere in India is this problem more pronounced, than in Mumbai. The **urban poor struggle to survive, and are deprived of basic human needs** – water, sanitation, nutrition, health and shelter. Inadequate access to healthcare, education and livelihood opportunities keeps them vulnerable.

Apnalaya works with the urban poor- Enabling access to basic services, healthcare, education and livelihoods; Empowering them to help themselves; and Ensuring provision of civic entitlements through advocacy with the government.

Our range of programs work at three different levels to help uplift the urban poor:

- **INDIVIDUAL** - We enable access to basic civic amenities, healthcare, education and livelihoods – necessary for individuals to survive, feel secure and grow.
- **COMMUNITY** – We empower the community to help themselves, by building their capacity as Volunteers.
- **GOVERNMENT** – We ensure the provision of civic entitlements through advocacy with the government.

JOB DESCRIPTION

The Director is responsible for the development, management, and execution of the Citizenship and Advocacy (C&A) Programme. The Citizenship Programme builds community leadership, supporting emergent grassroots leaders (both adults and youth) to expand the collective consciousness and develop a sense of community that is often missing in these types of urban communities where mostly people come together because of the resources and amenities they lack, rather than any sense of inherited history or shared memories. The programme focuses on building understanding of constitutional rights, social entitlements and responsibilities, and providing technical support to build skills in working with the government. The intensive programme moves leaders through the above three key stages.

The Director is a member of the Senior Leadership team, comprising all Directors, COO and the CEO. She/he upholds the organisational values and helps her/his team to reach towards the organisational and programmatic goals and objectives. She/he contributes to the development of organisational strategies and plans in general and C&A in particular. The Director evaluates and develops the programme; takes the programme to new partners and organisations; leads the process of generating resources and mentors a team that works with the community and the government.

Location: Chembur, Mumbai

Reports to the CEO

A. KEY RESPONSIBILITIES

Programmatic Leadership and Development

- Develop citizenship programme to enable people, community and partners towards accessing their basic amenities and constitutional rights.
- Ensure rolling out of the programme and oversee timelines and quality.
- Advocacy with key government stakeholders to ensure that processes are initiated by government bodies to increase the civic amenities in M East ward.
- Contribute to the overall knowledge management of the organisation through development of relevant training and master training modules.
- Take up and/or manage research projects and engage with programme data to create a data driven basis for advocacy. Compile data (quantitative and qualitative) from various programmatic interventions and generate reports as required
- Oversee implementation of Citizenship Modules with new partners through various mediums such as schools, communities etc.
- Responsible for the development, expansion and periodic evaluation of the programme.
- Work with the SLT and the fundraising committee to raise funds for the programme and the organisation

Networking and Partnerships

- Develop networking and partnership strategy and plan in consultation with the CEO
- Form and maintain partnerships with non-profits, government departments, ministries and relevant institutions.
- Maintain and develop relationships with partner organisations; explore opportunities to bring new potential partners to expand citizenship work.
- Design and hold events, meetings, consultations, etc., to ensure an effective functioning of networks and partnerships.

Senior Leadership Team Responsibilities

- Play an active role in the SLT to collectively strategise, plan and monitor overall organisational functioning.
- Coordinate with other Directors, maintain a healthy working relationship among internal stake holders. Be the spokesperson of the vertical
- Play an active role in the overall growth and development of the organisation including its financial health and systemic robustness.

Team Management

- Build a great/ strong team by cultivating a culture of high performance through clear work allocation, accountability mechanisms and developing effective team dynamics. Identify capacity building needs and ensure that those needs are met
- Review performances of the team members and provide guidance, mentorship and support to them.
- Ensuring adherence to Apnalaya's culture, policy, rules and regulations.
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QUALIFICATIONS & EXPERIENCE

Qualification and Skills

- A Master's Degree in Social Work or Social Sciences

- Around 10 years' experience in working with issues related to rights, justice, community and youth development
- First-hand experience in working with government, preferably in Maharashtra
- Proven ability to manage complex projects with multiple partners and stakeholders
- Proficiency in English with excellent writing skills and working knowledge of Hindi and Marathi
- Computer proficiency in MS-Office

Competencies

1. Strong strategic and analytical skills
2. Strong Programme implementation, management and evaluation skills
3. Effective delegation - setting clear expectations, tracking progress and communicating information to the team
4. Networker/People's person
5. Facilitative and supportive leadership style
6. Ability to engage with abstract ideas, current socio-cultural issues and skills to nurture people-led processes

BEHAVIOURAL COMPETENCIES

A team player, solution-oriented, self-driven professional with strong sense of empathy, equity, constitutionalism, integrity and ownership.

[Send your application to: hr@apnalaya.org](mailto:hr@apnalaya.org)