

Job Description

Position Name	Senior Manager – National Volunteer Programs.
Reports to	Director – Volunteer Programs
Location	Mumbai Office
Supervises	<ul style="list-style-type: none"> • Junior staff team, Manager, Asst. Managers in future. • Volunteers from Corporate, Youth and Student Volunteers.

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

The purpose of the position is to organize the following volunteering programs in **Western and Northern region.**

Support other regional volunteer programs across the country whenever required.

1. Develop, Establish and Implement Habitat' volunteer programs across West Region – Mumbai, Karjat, Khed and Igatpuri and work towards opening more volunteer program-based worksites.
2. Work on accreditation process for North Block volunteer program worksites and run volunteer programs from Nov.2024 onwards.
3. Work with International Baccalaureate Schools (IB Schools) and connect students for Habitat Volunteering Vs CAS (Creativity, Activity and Service)
4. Hosting domestic corporate, youth and students volunteer programs at build site.
5. Hosting Nationally and Internationally important Consulates, corporates and Women Leaders at build site.
6. Organising Multiple engagement and activities for volunteer crowd funders.
7. Work on Global Village international volunteer programs' hosting accreditation and support Director, Volunteer programs to complete the process for the country.
8. Hosting High net worth international school students under CAS (creativity, Activity and Service)
9. Host Special teams from
 - a. Marathons (Runners' Build)
 - b. School Runners and builders
 - c. International and national celebrations such as international Women's Day, International volunteers' day, World habitat day and International Youth Day across India.
10. To maintain all set standards of HFH International and Asia Pacific such as Global village minimum standards of hosting international and domestic work teams across the region in all volunteer hosting worksites. Maintain the safety of the volunteers, implement the Risk management, and execute the build activities across the specific regions of India.

Implement safeguarding procedures across all volunteering activities.

Implementation of procedures and Policies

- Maintain Global village minimum standards of hosting across the region.
- Maintain worksite standards.
- Zero Accident policy.
- Child Labour / Minor policy.
- Zero access to Asbestos policies.
- Safeguarding policies.

Build and Influence through Volunteer programs: - Key responsibilities.

Major responsibilities on hosting international / Domestic volunteer programs

- Work with program implementation team in developing work sites, adhering to safety Standards for volunteers as per Habitat for Humanity International's safety guidelines.
- Organize and conduct volunteer program orientation to global village international and domestic volunteers.
- Prepare Do's and don'ts specific to each worksite across the region.
- Plan, organize and execute the work plan for each Global village international and domestic corporate / school team with the support of the program team.
- Together with the Team leader orient the Team on daily basis regarding the daily job schedule.
- Makes sure that EVERY volunteer has a job to do, regardless of skill, age, or gender.

Expected major day to day – weekly – monthly responsibilities.

Onsite volunteering activities: -

- Coordinate and support the Director of the Volunteer Program to ensure the successful implementation of volunteer activities, both within the region and nationwide as per Health, Risk, Safety, construction safety standards and Safeguarding procedures.
- Prepare project documentation and information packages, including program themes, and provide this information to sending coordinators and volunteer team leaders.
- Develop itineraries and budgets for both international and domestic volunteer teams.
- Maintain communication with international and domestic volunteer team leaders, providing information on in-country budgets, team activities, construction schedules, health and safety management plans tailored to each team.
- Collaborate with program teams to ensure proper arrangements for building sites, construction tools, safety equipment, over-the-counter medicines, first-aid supplies, food, and accommodations for volunteer teams, and actively participate in schedule development.
- Coordinate all logistics for volunteer teams, including transportation and accommodations.
- Maintain a pipeline of potential volunteers for Habitat for Humanity India programs.
- Identify and approach universities and other nonprofit organizations worldwide that could serve as potential sources of volunteers.

Regional lead role duties and responsibilities

- To support the Director-Volunteer Program in preparing reports/summaries and review the work process to make necessary improvements to the volunteer program.
- To arrange event management functions for special builds.
- To develop and improvise forms and reports, procedures, and standards for Habitat for Humanity India and volunteer programs and to ensure the compliance on all standards.

- To support Director -Volunteer Program in developing volunteer handbooks, guidelines, and other orientation material for supporting and training the volunteers.
- To assist in managing the recruitment of local and international volunteers.
- To support Habitat for Humanity India's Resource development and Programs depts on implementing the project by bringing more support from the volunteers.
- To work with different stakeholders including government authorities regarding the Visa, and other travel permissions required for volunteers.
- Interact, educate, and seek the willingness of potential volunteers to participate in the housing and sanitation projects to support the work of Habitat.

Implementation of Health, Safety, security, and safeguarding: -

- Maintain hosting minimum standards of hosting across the region and play the lead role in Health, safety, Security and Safeguarding.
- Maintain worksite standards across the region.
- Zero Accident policy
- Child Labor / Minor policy
- Zero access to Asbestos policies.
- Safeguarding policies.

Documentation and implementation: -

- **Global Village Standards of Excellence:** Preparation of a Volunteer Manual and Health Risk and Safety Management Plan for the respective region.
- **Worksite Safety Checklist:** Guidelines for Dos and Don'ts, and adherence to all safety norms.
- Support in GV Accreditation for Habitat India from East region.
- Attend Global Village volunteer programs Workshops/Training Programs.

General

- Maintain GLOBAL VILLAGE MINIMUM standards consistently across the region through periodic reviews and regular accreditation of worksites and safety guidelines.
- Donor data verification validation and payment clearance of all online and crowdfunding platform donors.
- Preparation of quarterly and annual reports volunteer reports stories and communication materials.

Skills, Qualification and Experience: -

- Previous work experience of at least 10 years with NGO or Government
- Language Skills: English, Marathi and Hindi are mandatory.
- Education Degree: Postgraduate in Social Science/ Social Work/Rural Development
- Experience in working with multinational volunteers.
- Trainer: - Experience in training Youth Groups is must.
- Computer literacy in Microsoft Office, Internet, etc.
- Able to work in an organized and systematic manner.
- Able to manage stressful situation and work long hours and weekends in the field.
- Willing to travel extensively across the region.
- Communication Skills
- Presentation Skills
- Organization Skills
- Training Skills
- Community Mobilization Skills
- Problem Solving Skills

Working area / geographical location including:

- West Region – Mumbai, Pune, Palghar and Karjat in Maharashtra.
- Delhi Region – Noida, Bawana and Outskirts of Delhi area
- Across India – for School programs and to support other regional special build programs.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line “APP: Senior Manager – National Volunteer Programs Last Name, First Name”.

Last date of application 10 July, 2024.