

Job Description

Position Name : **Manager - Volunteer Programs**
Reports to : Regional Head
Location : Pune

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over tens of thousands of families in India build or improve a place they can call home.

Through its housing, WASH (Water, Sanitation, and Hygiene) and housing disaster resilience and response programmes, Habitat for Humanity India has positively impacted the lives of over 7.8 million people across the country. 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 this position is to host domestic corporate, school, special event builds, and Global Village international volunteer programs across the region.
- The role ensures Global Village minimum standards are upheld by implementing HFH India and APO/HQ guidelines.
- This includes compliance with volunteer hosting standards, construction and worksite safety, security, risk management and safeguarding.
- The position supports end-to-end planning, execution, monitoring, and completion of volunteer build activities, thus support Habitat India to raise resources.
- It works closely with Programs and Technical teams to ensure quality and safety.
- The role aligns all activities with Habitat's mission of safe and affordable housing.
- Overall, it supports Habitat's mission of building homes, lives, and communities through volunteer engagement.

Key Responsibilities:

Domestic Volunteer program Management & compliances: 40%

- Plan and execute domestic volunteer build activities for corporates, students, and institutions within the assigned region.
- Coordinate with Program, Resource Development, and School Partnership teams to plan volunteer builds and schedules.
- Identify and maintain suitable worksites, families, and construction areas aligned with volunteer locations.
- Prepare pre-building plans including work schedules, logistics, and estimated budgets for approval and take control over expenses
- Oversee on-ground execution, volunteer orientation, safety compliance, and post-event reporting and evaluations.
- Support program team to align volunteer program in all projects - Volunteer program as integral part of project implementation

Global Village Volunteer Program Management & compliances: 30%

- Plan and execute Global Village International Volunteer Programs in coordination with National Office and sending countries, ensuring alignment with global expectations, timelines, and protocols.
- Ensure full compliance with Global Village minimum standards across volunteer hosting, construction safety, safeguarding, security, risk management, and quality assurance.
- Coordinate with internal teams to integrate Global Village volunteer builds into project plans, including worksite identification, pre-build planning, logistics, budgets, and cost controls.
- Oversee end-to-end execution including volunteer orientation, on-ground supervision, documentation, post-build reporting and compliance with global reporting standards.
- Take control of Budget preparation, approval process and expenses as per GV norms.

Volunteer program Management & compliances: 20%

In coordination with the program team---

- Complete the annual Worksite accreditation for all volunteer build sites and support the program team to maintain the standards in every build as per APOs guidelines and requirement.
- Visit all volunteer build worksites and complete construction safety checklists as per Asia Pacific's standard requirement by following the checklist guidelines.
- Conduct community & location-based analysis and ensure security risk assessments, country safety and security documentation, core security standards and procedures are completed in all worksites and documents are maintained in each program office.
- Work with program team to ensure the construction & Safety materials are in place for each build activities.

Safeguarding and volunteer code of conduct implementation: 5%

- Serve as contact person for implementing safeguarding essentials in all volunteer program activities Inc. Build, youth engagement, advocacy and Awareness campaign.
- Equip program team to ensure that the safeguarding sessions are conducted at the project sites with the homeowners, construction workers and contractors.
- Implementation of volunteer code of conduct procedures and documentation.
- Monitor the program team and ensure that all volunteers are signing on the safeguarding declaration & Volunteer Code of conduct.

Other responsibilities: Community youth & partner engagement programs such as awareness campaigns 5%

- Support program team to make workable plan to engage NGO partners for Housing awareness campaign.
- Organize partner NGOs training for volunteer engagement.
- Community and other stake holders consent for communication materials are collected.

Education & Other Qualifications

- Degree or equivalent in construction Management
- Basic computer knowledge

Technical/Behavioral Skills

- Behavioral Skills: - Support Habitat goals by working across department and organization boundaries, bring resources, supports build partnership, lead from frontline and work with team & value individuals.
- Excellent organizational planning and analytical skills, High level of commitment to community work with minimum supervision, Fluency in English and local languages, Communication and training skills, Construction Management & Project Management.

Habitat For Humanity India: Values

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

Safeguarding:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioral code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line "**APP: Manager Volunteer Programs_ Full Name**".