

## **Block / Ward Coordinator**

### **Child Rights and You**

**Location:** West Bengal

**Job Title:** Block / Ward Coordinator (West Bengal) - 04

**Tenure:** Short term Contract

**Function /Division:** Development Support

**Location:** West Bengal: Block / Ward from Howrah (Amta-II), Kolkata (Ward no: 18 & 26), Paschim Medinipur (Daspur II) & Purulia (Jhalda I)

### **Your Challenge:**

At CRY – Child Rights and You, you will be using your professional skills and experience to help restore to underprivileged Indian children their basic rights to – survival, development, protection and participation. CRY has a holistic approach to development based on the child rights framework with community empowerment as a key ingredient. CRY also places a strong emphasis on networking with other NGOs and advocacy efforts to influence macro policies for children.

This position will focus on Adolescent Empowerment and Ending of Child Marriage and is supported by UNICEF.

**Job overview:** The block/ward coordinator will be responsible for planning, coordination, mobilizing community and implementation of child protection related activities at the ward/block level and will be working closely with District Coordinator.

### **Experience & Skill Required:**

1. Basic understanding of child protection issues, structures and social protection schemes in the state.
2. Basic understanding of data collection, consolidation and analysis
3. Experience of working in a team
4. Basic computer application and virtual platforms.
5. Working knowledge of Bengali and English (spoken and written) is required.

### **Roles and Responsibilities:**

1. Overall coordination of the project at the block/ ward level under the supervision of District Coordinator (DC) and State Program Manager (SPM).
2. Networking with key stakeholders and establish convergence with block administration, Front Line Workers, local PRI members and Child Protection Committee members
3. Identification of vulnerable families and children and linkages with social protection schemes
4. Organizing workshops/ events at the block and panchayat level, ensuring program efficiency/ service availability as per plan.

5. Strengthening and attending Block /Ward Level Child Protection Committee (BLCPC/WLCPC) and other relevant block-level monthly meetings.
6. Compiling and developing monthly reports and share with stakeholders and reporting lines.
7. Maintaining bills and accounts of block-level activities for the programme under the guidance of DC.
8. Any other work assigned by SPM and DC related to the project.

**You:**

Graduate/ Post Graduate in Social Work, Sociology, Economics, Rural Development, Counseling with 2-3 years' work experience in the development sector with a focus on child protection issues. Working knowledge of the local language and experience of having worked with communities within the state of preference would be an added advantage. Competent in working with Powerpoint, Excel and Ms Word. Clear understanding of child rights issues, especially adolescent issues, schemes, legislations and policies and implementation structures of the government. Preference will be given to a suitable candidate from the local area (district/ block/ ward).

**Write in :**

Please email your application mentioning the post applied for, or write in for more details to [careers@crymail.org](mailto:careers@crymail.org)

**Job Email id:** [careers\(at\)crymail.org](mailto:careers(at)crymail.org)