

Job Title	Project Coordinator – Shakti Girls Delhi!
Organisation:	Slum Soccer, Nagpur
Reports to:	Project Manager
Responsible for:	Assisting the project management team in the coordination and delivery of football sessions in three local communities in Delhi for a period of 12 months from January to December 2023
Location	Slum Soccer’s Headquarters - Krida Vikas Sanstha Nagpur, St. Ursula Premises, Red Cross Road,, Civil Lines, Nagpur, Maharashtra 440001 but will involve travel throughout the Maharashtra region and beyond as required

1. Programme Delivery and Coordination

- Support the Shakti Girls Delhi! Program
- Project Manager, ensuring the funded programme is implemented in an effective and efficient manner, and in line with donor requirements, putting in place effective management systems and providing support to the programme team.
 - Organisation and coordination of Shakti Girls Delhi! program, activities and workshops
 - Develop relationships with internal and external agencies responding to individual support needs
 - Support the Project Manager to implement grants and ensure grant compliance, including logistical support for programme activities and events
 - Work with Project Manager to provide detailed information for reports and budget analysis on a regular basis, for funders and Slum Soccer management
 - Promote Shakti Girls Delhi! Program through the creation of web stories, case studies and other social media channels in line with Slum Soccer brandings/communication strategies
 - Work with the Shakti Girls Delhi! team to adapt Slum Soccer’s existing curriculum to meet the needs of participants from Delhi
 - Work with Slum Soccer’s experienced coaches to supervise and mentor a new cohort of trained Delhi coaches

2. Monitoring, Evaluation and Learning

- Support the Monitoring, Evaluation, and Learning (MEL) of external and internal teams to develop and implement a robust and accurate MEL framework ensuring high-quality data collection.
- Monitor the programme implementation on a daily basis to ensure activities undertaken are appropriate
- Work alongside the Shakti Girls Delhi! team in partnership with PM to complete the planned final evaluation
- Ensure effective dissemination of learning from Shakti Girls Delhi! to relevant partners, contacts and networks

3. Programme Sustainability

- Contribute to and support aspects of the proposal development process for new funding opportunities, including the development of new programme ideas
- Assist, in partnership with Slum Soccer with the identification of potential donors / funders to ensure continued delivery and sustainability of the work with children and young people in India

4. Other duties

- Represent Shakti Girls Delhi! programme in external meetings and networks relating to child protection, safeguarding, ear and hearing care, parenting and homelessness
- Perform other duties as assigned by Project Manager, Slum Soccer CEO & Operations Manager a