

**Vacancy for the post of a Project Coordinator (Part time) for Project UMANG- (ESC Emotional Safety in Classrooms) at Centre for Lifelong Learning, School of Social Work, TISS  
Mumbai**

**I. OVERVIEW**

**Position:**Project Coordinator (Part time)

**Number of Positions:** 1 (Only for Mumbai based Candidates)

**Eligibility**

**Education and Experience:**

A Master's degree or Post Graduate Diploma in Social Work/Social Sciences/Counselling Psychology/Mental Health with at least 3 years of experience in content design and delivery, teacher training, coordination, organising training events, and networking with key stakeholders.

The candidate should possess strong written and oral communication skills in English and Hindi, must feel at ease designing and delivering hybrid training modules, be familiar with assessment/evaluation tools, have sound research and data analysis skills, report writing and presentation skills both in online and offline settings. Previous experience in school and classroom settings is a preferred plus.

**Time Commitment:** 3 days per week

**Project Duration:** 2 years

**Salary:** INR 24,000 per month

**Project Leaders:** Dr. Lata Das, Ms. Anju Joy

**Type of Contract:** Temporary / Project staff

**Location:** Mumbai (Only local/Mumbai-based candidates can apply).

**About the project:**

Mental health intervention aimed at increasing teachers' capacity for emotional safety in classrooms.

This 2-year intervention seeks to equip 200 teachers in India with increased awareness about the role of psychosocial wellbeing in learning and the skills to adopt trauma-sensitive teaching approaches in their classrooms. Given that school-going children spend over 6 hours for at least five days a week in educational settings, there is immense scope for educators to create an environment conducive to learning, where students feel emotionally and physically safe irrespective of their home backgrounds. The main output of this intervention will be consistent evidence-based training and support check-ins for the selected teachers by a carefully curated group of mental health professionals. Training will cover topics such as the neurobiology of trauma, links between wellbeing and cognition, how to create emotional safety in classrooms, how to help students cope in healthy ways, among others. This project has the potential to positively disrupt the Indian educational sector, in that it could establish a successful case study for policy change to make mental health education part of both teachers' professional training and students' curricula. This project is funded by Flourishing Minds Foundation.

## **II. Roles and Responsibilities**

- Managing day-to-day work related to the project
- Designing and delivering training modules both online and offline, evaluation and monitoring tools
- Conducting the necessary primary and secondary research to align program design and delivery with the local context as well as emerging evidence
- Conducting few sessions for teachers and other stakeholders
- Holding support check-ins for teachers at regular intervals
- Generating relevant reports and sharing findings with the project team
- Equipping teachers with the digital skills to access a hybrid training module
- Coordinating and liaising between TISS and other bodies of the project
- Conducting baseline, midterm and end evaluation of the project
- Collecting quantitative and qualitative data, analysing and writing reports
- Coordinating with the participants, keeping track of their attendance, assignment submissions, assessments etc.
- Travelling to schools and paying visits to teachers when required, monitoring the project
- Reviewing the status of the project regularly and sharing feedback about the same with the project team

- Managing academic, administrative and financial processes for implementation of the project
- Any other tasks assigned by the project leader(s)

### **III. To apply:**

Interested candidates may send their resume along with their letter of interest stating in not more than 350 words your response to the question, **“What motivated you to apply for this project?”**

Kindly apply with the subject line – ‘Application for the position of Project Coordinator -UMANG ’ and send it to **[reachtoumang@gmail.com](mailto:reachtoumang@gmail.com)**

Last date of receiving application: 31st July, 2024

Shortlisted candidates will be called for an interview through phone or email.

The selected candidate will be expected to **join immediately**.

### **Other Conditions:**

1. The Institute reserves the right to relax qualification of the candidate based on the work experience
2. The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
3. No queries or correspondence regarding selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
4. The candidate under employment or pursuing any programme of study must submit an undertaking that current employment or studies will not interfere with the work at UMANG as per the work timings notified.
5. The selected candidates are expected to join immediately. Upon special request, a maximum of 10 days from the date of selection may be granted for deserving candidates.