Job Description: Community Programme Manager

Organisation: Nirmal Initiative
Position: Community Programme Manager
Location: Vrindavan/Mathura, Uttar Pradesh
Sector: Youth Development | Community Engagement | Rural Development
Employment Type: Full-time
Experience Required: 3–5 years in community development, youth engagement, or social impact programmes
Salary: ₹30,000-35,000 per month, negotiable based on experience and suitability
Reporting To: Programme Director
Application Deadline: 20 October 2026

About the Role

The Community Programme Manager will be responsible for planning, implementing, and monitoring community-based youth development initiatives in rural Vrindavan, Mathura. Uttar Pradesh. The role requires a strong understanding of grassroots realities, the ability to build trusting relationships with communities, and experience in mobilising young people to become active participants and leaders in their communities.

The selected candidate will work closely with adolescents and young people, community-based groups, local institutions, government stakeholders, and civil society organisations to strengthen youth participation, facilitate learning opportunities, and support sustainable community-led initiatives.

Key Responsibilities

1. Programme Planning and Implementation

- Plan, coordinate, and implement community-based youth development programmes in rural areas.
- Develop activity plans, implementation schedules, and field-level strategies in alignment with programme objectives.
- Ensure the timely implementation of planned activities and effective utilisation of programme resources.
- Identify community needs, local challenges, and opportunities to strengthen youth participation and development.

2. Community Mobilisation and Youth Engagement

- Mobilise adolescents and young people to participate in community initiatives, learning activities, and leadership programmes.
- Establish and strengthen youth groups, peer leadership networks, and community-based platforms.

- Facilitate discussions on education, life skills, gender equality, leadership, livelihoods, and civic participation.
- Encourage young people to identify local issues, develop solutions, and lead community-level initiatives.
- Build trust and maintain regular engagement with families, community leaders, and other local stakeholders.

3. Capacity Building and Facilitation

- Organise and facilitate workshops, training sessions, meetings, and youth-led activities.
- Develop session plans, facilitation materials, and other programme resources as required.
- Mentor youth leaders and support their development in communication, decision-making, teamwork, and problem-solving.
- Ensure that programme activities are inclusive, participatory, gender-sensitive, and responsive to the needs of marginalised communities.

4. Stakeholder Engagement and Partnership Development

- Build and maintain relationships with schools, local administration, community leaders, civil society organisations, and other relevant stakeholders.
- Coordinate with local institutions to improve young people's access to education, skills development, livelihood opportunities, and leadership platforms.
- Represent the organisation in community meetings, consultations, and relevant coordination forums.
- Identify opportunities for collaboration and strengthen local ownership of programme activities.

5. Monitoring, Documentation, and Reporting

- Track programme activities, participation, outputs, and progress against agreed targets.
- Maintain accurate field records, attendance sheets, activity reports, and beneficiary documentation.
- Document success stories, case studies, field observations, challenges, and emerging community needs.
- Prepare regular programme updates and reports for the reporting manager and other relevant stakeholders.
- Support monitoring, evaluation, and learning processes to improve programme quality and effectiveness.

6. Team Coordination and Field Management

- Coordinate with programme staff, field facilitators, volunteers, and community representatives.
- Conduct regular field visits to monitor implementation and provide on-ground support.
- Identify implementation challenges and recommend practical solutions.

- Ensure that activities are conducted ethically and in accordance with organisational policies, safeguarding standards, and child protection protocols wherever applicable.

Required Qualifications and Experience

- Bachelor's degree in Social Work, Sociology, Rural Development, Development Studies, Education, or a related discipline. A master's degree will be an advantage.
- 3–5 years of relevant experience in community development, youth engagement, grassroots mobilisation, or social impact programmes.
- Experience in working with rural communities, adolescents, young people, or community-based groups.
- Demonstrated ability to plan and implement field-level programmes independently.
- Experience in facilitating workshops, training sessions, community meetings, or youth leadership activities.
- Experience in documentation, report writing, and programme monitoring.

Essential Skills and Competencies

- Strong communication and interpersonal skills, particularly in Hindi.
- Working knowledge of English for documentation and professional communication.
- Excellent facilitation, community mobilisation, and stakeholder management skills.
- Ability to build relationships with diverse communities and work respectfully across social and cultural contexts.
- Strong organisational, planning, and problem-solving abilities.
- Proficiency in preparing reports, maintaining records, and using basic digital tools such as MS Word, Excel, and Canva.
- Ability to work independently, manage competing priorities, and meet programme deadlines.
- Willingness to travel extensively across rural communities.

Preferred Attributes

- Experience working with marginalised communities and first-generation learners.
- Understanding of gender, caste, social exclusion, and barriers faced by rural youth.
- Experience in establishing youth collectives, peer leadership groups, or community-led initiatives.
- A participatory, empathetic, and solution-oriented approach to community development.
- Commitment to safeguarding, inclusion, accountability, and ethical community engagement.

Performance Expectations

The Community Programme Manager will be expected to:

- Ensure effective and timely implementation of programme activities.
- Strengthen youth participation and community ownership of initiatives.
- Establish and maintain productive relationships with local stakeholders.

- Support the development of youth leaders and community-based networks.
- Maintain timely, accurate, and high-quality programme documentation.
- Contribute to measurable improvements in programme reach, participation, and outcomes.

Compensation and Benefits

- Monthly salary: ₹40,000, negotiable based on relevant experience and organisational salary structure.
- Opportunity to lead grassroots initiatives and work directly with rural communities.
- Professional development through field experience, programme leadership, and stakeholder engagement.

How to Apply

Interested candidates may share their updated CV along with a brief cover letter outlining their relevant experience and motivation for applying.

Email: info@nirmalinitiative.org
Application Deadline: 20th October 2026
Subject Line: Application for Community Programme Manager