

Vacancy: Project Manager**Last date for application: 28th February 2026****Job Type: Full-time****Salary: ₹35,000.00 - ₹40,000.00 per month****Work Location: Vrindavan, Mathura (Uttar Pradesh)****Time Commitment: Full-Time****Reporting To: Director****Key Responsibilities**

- Supervise programme associates, caseworkers, Interns and Consultants.
- Ensure effective program budget utilisation and monitoring in alignment with planned activities.
- Facilitate regular review and program meetings, promoting interdisciplinary coordination.
- Liaise with key stakeholders including government stakeholders, family members, Ward level Child Protection Committees (WLCPC), civil society organisations, and counsellors.
- Ensure that team members develop child-centric, trauma-informed, and grounded in rights-based approaches. Strategy and Systems.
- Ensure monthly operational planning and continuously refine program interventions based on field realities and insights.
- Lead documentation, monitoring, and evaluation of program interventions to assess impact and inform improvements.
- Represent the organisation in relevant forums, networks, and platforms to highlight thematic issues and advocate for systemic change.
- Build and strengthen referral networks with external agencies such as psychiatric institutions, legal aid bodies, protection officers, and others.
- Travel to metro-cities and intracity for networking and fundraising.

Capacity Building:

- Train and mentor staff, interns, and volunteers on organisation policies and best practices.
- Organise workshops on Gender Justice, Social Justice, Development Justice Mental health, structural violence, and justice-based practices.
- Contribute to the development of SOPs and internal toolkits to strengthen programme implementation.

Reporting and Documentation

- Ensure accurate, confidential case records are maintained in line with organisational protocols.
- Submit monthly programme plans, M&E system, progress reports, and outcome tracking data.
- Drafting of grant reports and funding proposals by providing programme data, impact summaries, and case narratives.
- Document detailed case narratives reflecting survivor journeys, interventions, and outcomes, while upholding confidentiality and dignity.
- Record and maintain minutes of internal team meetings, case discussions, and stakeholder coordination meetings.
- Co-ordinate with financial team to ensure smooth running of program and program related expenses.

Qualifications and Skills

- Master's degree in Social Work/Gender Studies/Development Studies/Social Science/or a related field.
- Minimum 2 years of experience in addressing child protection, gender-based violence, preferably within the domains of gender justice, mental health, or social justice.
- Informed about of trauma-informed care, intersectionality, and the structural dynamics of caste, gender, disability, and sexuality.
- Familiarity with key legal frameworks such as the Domestic Violence Act, Juvenile Justice (JJ) Act, Protection of Women from Domestic Violence Act (PWDVA), IPC/BNS provisions on gender violence, and POCSO, POSH Act.
- Strong program management, documentation, communication, and team leadership skills.
- Fluency in English and Hindi, knowledge of Microsoft Excel, is required.

What We Offer

- Opportunities for ongoing learning through certificates courses, reflection, and professional growth.
- A meaningful role supporting survivors and influencing systems for lasting change.
- Space to innovate, lead, and contribute to gender-transformative practice