

## **CBM India Trust**

### **Position Profile**

CBM India Trust is committed to improving the quality of life of persons with disabilities and members of other marginalized communities. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

**Position: Project Coordinator**

**Location: Bengaluru**

**Reporting to: Project-in-Charge / Lead, Programs**

#### **Objective:**

To lead and coordinate the effective implementation of our skill development and livelihood project for LGBTQIA+ persons by ensuring inclusive planning, community participation, capacity building, stakeholder coordination, quality training delivery, livelihood linkages, and timely monitoring and reporting. The Project Coordinator will strengthen institutional partnerships, promote safe and inclusive learning environments for LGBTQIA+ people, and ensure sustainable livelihood opportunities through skill development interventions.

#### **Responsibilities:**

- Lead overall implementation and coordination of the project across identified locations.
- Develop project implementation plans, training schedules, and community outreach strategies.
- Coordinate community mobilization and program participants identification in collaboration with LGBTQIA+ community networks, CBOs, NGOs, and local stakeholders.
- Ensure inclusive participation of members of the LGBTQIA+ community, including transgender people and gender-diverse persons, in skill development programs.
- Facilitate baseline assessments, needs assessments, and livelihood mapping exercises.
- Coordinate and monitor skill training programs such as tailoring, beautician, digital literacy, hospitality, retail, entrepreneurship, handicrafts, and other market-linked vocational skills courses.
- Establish linkages with training institutions, employers, placement agencies, financial institutions, and government livelihood schemes.
- Organise life skills, financial literacy, entrepreneurship development, soft skills, and workplace readiness training sessions.
- Coordinate with government departments, CSR partners, community leaders, employers, and LGBTQIA+ support organisations.
- Ensure safeguarding, dignity, confidentiality, and non-discriminatory practices within all project activities.
- Monitor project progress against targets, indicators, and timelines.

- Prepare reports, case studies, and success stories, and maintain appropriate documentation.
- Facilitate grievance redressal mechanisms and provide referral support for psychosocial, legal, or social protection services where required.
- Conduct regular field visits and review meetings to ensure quality implementation and program participants' satisfaction.
- Support sustainability planning, community ownership, and long-term livelihood outcomes for project participants.

### **Qualifications and Experience:**

- Minimum postgraduate qualification in Social Sciences or related fields.
- 3–5 years of experience in project coordination, skill development and livelihood programs, social inclusion projects, or community development initiatives.
- (Preferred) Experience working with LGBTQIA+ communities, marginalized groups, Community-Based Organizations (CBOs), or Self-Help Groups (SHGs).

### **Key Competencies:**

- Ability to communicate effectively in Kannada and English
- Excellent coordination, facilitation, and stakeholder engagement skills
- Experience in managing skill development and livelihood interventions
- Ability to organize training programs, workshops, and job placement activities
- Strong documentation, reporting, and monitoring skills
- Knowledge of government skill development and livelihood schemes is desirable
- Willingness to travel extensively across project areas and communities

### **Other requirements**

- The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

**CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profiles to [jobs@cbmindia.org](mailto:jobs@cbmindia.org) by May 30th, 2026.**