

**Position Name:** Community Facilitator

**Reporting to:** Development Officer/Project Manager

**Qualification Required:** Graduation/Graduation not required

**Add Skills:** Communication skills,Passion for social justice/agriculture/value chain/livelihood, Basic computer knowledge, Good team player, Interpersonal skills & understanding of the regional language

**Roles and Responsibility of Community Facilitators:**

* Preparing village profile with all base line data
* Done a proper need assessment for the livelihood opportunities and preparing village profile with all base line data
* Done a proper need assessment for the livelihood opportunities and conduction of trainings
* With the help of the panchayat create a proper Center of ICICI Academy in the village.
* Conduct EAP for identified farmers /youth or women for effective training programs.
* Conducting regular meetings with the local stake holders and share them all the details of the project
* Always in touch with local ICICI bank branch for all communications and share the project details with Branch Manager.
* Stock and file management of each training and submit whenever required for the Audit or monitoring purpose.
* Proper liaison with different government offices and institutions including KVK, Panchyat, Schools etc…
* Responsible to organize regular community meetings and door to door contact for effective implementation of the project.
* Collect proper information about the local market scenario.
* Be in regular touch with trainees as per the follow-up calendar
* Fill up follow up form on visit
* Send daily &amp; monthly report to Project Coordinator
* Counselling of Beneficiaries for better livelihood options and different faming possibilities
* Understand the challenges faced by the beneficiaries related to the government schemes, credit and market linkage possibilities and provide them proper guidance and solutions.
* Help candidates enroll for government schemes &amp; credit linkage
* Provide market linkage support to candidates
* Encourage to form SHGs / JLGs/entrepreneur establishments
* Resource linkage
* Collect settlement proofs (Action photographs / Credit Linkage Documents /

Bank Statement / Offer Letter/ Visiting card/ Bill book copy/ Self Declaration)