



Registered office and Therapy Centre:
Arya Samaj School Street,
Akhara Bazaar, Kullu, HP 175101

Tel: (01902) 222847
Email: handimachal@gmail.com

Development Officer in the field of Disability

ABOUT HANDIMACHAL:

The **Handimachal Therapy Center for special needs children** was opened in March 2009 in Kullu town on the initiative of the French non-profit association “La maison des Himalayas”. Handimachal was operated since then without discontinuity under different local institutions and was finally registered as a charitable society in Kullu district in February 2017 to ensure the development of services to the local community in full autonomy.

Objectives and vision of the Handimachal programme

“To inform, treat, train, empower and create opportunities towards maximizing the quality of life and autonomy of children with different needs, in Kullu district.”

Please see the details of services provided by our therapy team, activities carried out, etc. at the end of this document.

POSITION SUMMARY:

The Development Officer’s missions will cover three types of missions: (1) fundraising in India, (2) public relations and networking in Kullu district, (3) finance and administrative coordination for the Handimachal Society and the Handimachal programme.

He/she will work in full cooperation with the Society members and with the therapy team. The position reports to the Project Manager and both the Development Officer and the Project Manager will report to the Handimachal Society Governing Body.

Salary to be discussed on the basis of experience. One year contract to be renewed and revised on the basis of results. Position to be filled as soon as possible, based in Kullu town.

PRIMARY RESPONSIBILITIES:

(1) Fundraising

- ✓ Map, research and connect with prospective donors – both corporates and individuals; maintain and grow relationships with existing and prospective donors, both at the local and national levels (and at a later stage at the international level);
- ✓ Maintain accurate and up-to-date databases in relation to donors and fundraising events or activities;
- ✓ Write proposals and presentations to potential donors and national-level institutions (PWD, National Trust, various disability schemes, ...);
- ✓ Attend meetings with potential donors within Himachal and outside (up to Delhi or Chandigarh);
- ✓ Prepare and execute visit schedules for donors’ visits to Handimachal;
- ✓ Work closely with members of the Handimachal Society and therapy team to understanding funding needs.

(2) Public relations / Networking

- ✓ Liaise with the district administration, hospital, welfare office and relevant offices to build and strengthen cooperation initiatives;
- ✓ Attend meetings within Himachal and outside (up to Delhi or Chandigarh) for networking purposes with administrations;
- ✓ Coordinate and conduct events for awareness creation for donors and for fund raising;
- ✓ Cooperate and participate in events organised by the therapy team;
- ✓ Maintain the website/blog/Social Media (Facebook) page of the Handimachal Therapy Centre. Write press notes for local newspaper and other websites about our events.

(3) Financial and administrative coordination

- ✓ Supervise accounts and report to the Handimachal Society on this matter;
- ✓ Participate in, coordinate and ensure quality and accuracy of weekly, monthly and annual reports of the Handimachal therapy team to the Handimachal Society governing body and to the funders;
- ✓ Attend and if necessary facilitate weekly team meetings to be held on Mondays to plan and follow-up work and initiatives;
- ✓ Fully cooperate with the Project Manager in all aspects of the above missions;
- ✓ Report on above missions every month.

MUST-HAVES:

- ✓ Bachelor's degree with at least one year relevant work experience in the disability sector;
- ✓ Excellent oral and written communication skills, good correspondence skills in English and Hindi;
- ✓ Basic understanding of accounting procedures;
- ✓ Knowledge of Word, PowerPoint and Excel;
- ✓ Attention to detail and strong organizational skills;
- ✓ Highly developed interpersonal and relationship building skills;
- ✓ Ability to work in team, good listening skills and diplomacy;
- ✓ Have a sound understanding of the local community;
- ✓ Be able to travel for fundraising and networking activities.

Know more about the Handimachal Therapy Centre, Kullu

<http://thehandimachalproject.over-blog.com/>

Services provided:

- Physiotherapy
- Occupational therapy
- Speech therapy
- Special education
- Adapted sports
- Guidance and counselling
- Community-based rehabilitation
- Resource centre

Target groups:

- Orthopaedical impairments
- Cerebralpalsy
- Intellectual disabilities
- Autism spectrum disorders
- Speech and hearing impairments
- Developmental delays
- Sensory processing disorders
- Individuals « at risk »

Activities:

- Therapeutic support at the centre
- School and house visits
- Awareness and treatment camps
- Disability seminars
- Teachers' and parents' workshops
- Visits to local government meetings
- Help to individuals to get disability certificates

Philosophy:

- Enabling the differently abled
- Create thinking actors in the community
- In the community for the community and by the community
- Creating a base to understand, appreciate and embrace differences
- Towards equity of life with dignity in an inclusive society

Contact: Tel: (01902) 222847 - handimachal@gmail.com