

SIVA Trust Volunteer-Research JD

Reporting to: Director, SIVA Trust

Time commitment: Flexible. You can give as much or as little time as you want to

Role summary

Research volunteer play a key role in supporting and involving in various research activities conducted by SIVA Trust with project collaborators, implementing agencies and publish various surveys, field and desktop studies in field of child education and empowerment. The Volunteer will be primarily responsible for supporting the Manager implementing the research, develop policy advocacy materials and assist in carrying our SIVA Trust's particular research agenda. The Volunteer will also maintain project research and documentation and publish on various journals and newsletters. The role is flexible to suit volunteer's commitments and interests.

Description

Research volunteer will assist with support strategic and marketing communication and documentation of SIVA Trust's various activities. The volunteer will directly contribute to increasing SIVA Trust's mission to empower rural children and young women by increasing organizational research capabilities in the specific domain and aid policy advocacy. All appropriate materials to support your role will be supplied by us with ideas for preparing various research materials. The Manager will be available to give you continuous support, advice and guidance.

Responsibilities

- To conduct literature reviews, collect and analyze data, prepare materials for submission to granting agencies and foundations
- Prepare interview questions, surveys and various materials for field research, and summarize survey results
- Use a variety of research techniques to gather relevant information, including surveys, case studies and interviews
- Direct and carry out fieldwork in the local community on various topics based on SIVA Trust' research agenda
- Prepare progress reports, articles and presentations for various stakeholders and funding agency, based on research
- Working on a variety of different sources including original records, photographs, newspapers and secondary sources.

Qualifications

- Academic and/or work experience related to the field of research
- Students and researchers in Social Sciences/ Psychology are preferred, though mandatory

- Excellent writing skills, including writing academic papers, reports
- Experience with specialized software for data analysis and reporting
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook
- Commitment to work within organisation's guidelines and policies

Time Period

This position requires a minimum 2 month commitment for 1-2 days per week during regular office hours (Monday to Friday from 9:00 am to 5:00 pm), for an average of 8-10 hours per week.

Benefits and recognition

This position provides valuable experience for research and policy advocacy for the volunteer. Further the volunteer will also gain following benefits:

- Opportunities to meet new people in your community
- Opportunity to develop self-confidence, research and documentation skills
- Opportunities to undertake research specific training.
- The satisfaction of knowing you will be making a difference to the lives of rural communities and environment conservation
- Learn new transferable skills to improve CV

About SIVA Trust

SIVA Trust is a non-government social development organisation working for the poor and underprivileged communities. The organisation is concentrating in developmental activities towards the rural and semi urban people for their socio economic, health and education status improvement in Tirunelveli district of Tamil Nadu in India since its inception through its various development programmes. From the year 2017, it has taken up a project for the land rights and agricultural development of the hill tribes throughout Tamil Nadu, with Project Office at Coimbatore.

Interested candidates are requested to submit their resumes to SIVA Trust at sivatrust.tpuram@gmail.com.