

JOB DESCRIPTION
Community Resource Person
Bharat Rural Livelihoods Foundation

Position: Community Resource Person

Reports to: Program Manager

Location: Aad Bk Village, Peth Block, Nashik, Maharashtra

Number of Positions: 1

1. ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (www.brlf.in) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhatisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

For more details, please visit our website: www.brlf.in

ABOUT "Focused Development Project (FDP)", Peth, Nashik, Maharashtra

The Bharat Rural Livelihoods Foundation (BRLF), in collaboration with HDFC Parivartan, is implementing the Focused Development Project (FDP) across 25 villages in Peth Block, Nashik District, Maharashtra. This three-year initiative aims to double the income of at least 3,000 small and marginal (Tribal) households through sustainable, integrated development strategies tailored to the needs of tribal communities.

The project places a strong emphasis on Natural Resource Management (NRM), particularly Integrated Watershed Management, to improve soil and water conservation, agricultural productivity, and farm-based incomes. Key components include capacity building of communities, promotion of sustainable agriculture and horticulture, irrigation development, and the strengthening of community-based organizations (CBOs). The project also seeks to leverage government flagship schemes through convergence, fostering long-term sustainability and resilience.

The Bharat Rural Livelihoods Foundation (BRLF) is seeking a highly experienced and qualified professional to fill the position of Project Manager, based at the project office. To ensure effective implementation and rigorous monitoring and evaluation, a dedicated project office will be established in the Peth Block of Nashik District. The project team will be responsible for executing the assigned project activities. The FDP project will have its dedicated staff and will work under the guidance and leadership of BRLF's Maharashtra State Project Management Unit (SPMU).

2. JOB DESCRIPTION/ RESPONSIBILITIES:

BRLF is looking for passionate and motivated Community Resource Persons to join Project office, Peth, Nashik, Maharashtra. The Community Resource Persons shall be responsible for the following:

3. Key Duties and Responsibilities:

- Work at the village level as a Community Resource Person (CRP) under the direct guidance and supervision of the Project Manager.
- Plan and facilitate Gram Sabha meetings and Village Development/Watershed Committee meetings as required under the project.
- Organize group meetings and lead social mobilization activities through IEC initiatives to strengthen the capacity of local community institutions.
- Support the planning and execution of trainings, workshops, and other capacity-building programs for village-level institutions.
- Conduct household visits and actively participate in producer group meetings to raise awareness about livelihood enhancement programs among group members.
- Assist the Project Manager in identifying and selecting project beneficiaries in accordance with established criteria, using local knowledge and field insights.
- Ensure proper functioning, record-keeping, and documentation of village-level institutions and community groups.
- Monitor and supervise watershed conservation works undertaken in the village and assist in the measurement and verification of completed structures.
- Collaborate with project engineers in planning field activities, supervising ongoing works, maintaining measurement books, and preparing technical documentation.
- Follow up on the adoption of improved agricultural practices, water management techniques, and recommended technical interventions by villagers.

- Facilitate and mobilize community contribution as mandated under the project guidelines.
- Be willing to travel outside the village to participate in trainings, exposure visits, and capacity-building programs for personal and professional development.
- Coordinate with taluka and district-level offices to assist eligible villagers in accessing government schemes.
- Share information on other relevant government schemes with selected families and maintain systematic records of beneficiaries and benefits received.
- Promptly inform the Project Manager about any government-led activities or initiatives being carried out in the village during the project period.
- Ensure timely communication and advance notification to members of all relevant village-level groups to facilitate maximum participation in meetings and events.
- Maintain accurate village-level records and documentation related to project activities and present them during review and monitoring meetings.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification and Experience:

- Minimum 12th pass or a bachelor's degree in social work, Rural Development, or related fields.
- Minimum 2 years of experience working in rural development, Watershed programs, or with community-based organizations.

Skills and Competencies:

- Deep understanding of issues in rural India, particularly in tribal and marginalized communities.
- Strong facilitation, training, and capacity-building skills.
- Excellent analytical, writing, and communication skills.
- Ability to work in diverse teams and multi-stakeholder environment.
- Passionate about grassroots gender transformation and community empowerment.
- Must have his/her own smartphone and two-wheeler with a driving licence.

5. COMPENSATION OFFERED:

The position offers a monthly remuneration in the range of INR 9,000 including Travel and Communication allowance.

****Languages**

Good command of speaking, reading, and writing in Marathi (for MH) is required. Knowledge of English and of any local languages would be an added advantage to the candidate.

Preference will be given to candidates who are local residents.

6. APPLICATION PROCESS: Eligible candidates interested in this position are requested to apply through [Link](#) .

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of 10th October 2026.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. Women are encouraged to apply.