

# Vacancy on Staff @ Hope Centre (Singapore) - December 2021

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We are a non-profit voluntary welfare organization established in 1997, as the social service arm of Hope Church (Singapore). Over the years, we have been recognized for our active contributions towards the society, and have been granted Institute of Public Character (IPC) status as a charity. As a member of the National Council of Social Service (NCSS), Hope Centre is committed to improve the well-being of all people in the community of Singapore.

Our vision is to extend Christ's love to our communities through practical help and action regardless of race, language and religion.

Our mission is to operate centres that run meaningful social services and programmes for our communities.

We invite Hope Church (Singapore)'s dynamic and passionate members to join our growing staff team and be a part of a ministry that is making a lasting impact by serving and loving our communities in Kg. Glam area and all over Singapore!

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Advertised: 01-12-21 | Closing Date: 31-12-21

## Centre Manager

### Responsibilities:

#### Governance

- Perform needs assessment and propose organizational strategy
- Create workplan and annual calendar
- Ensure timely report submission to relevant authorities (e.g., MCCY, COC, IRAS, Comm Chest)
- Engage Board of Directors through board meetings and Board
- Work with Board of Directors to ensure compliance of Charity Board of Governance
- Ensure that the office policies are up to date and implemented

#### Programmes

- Develop new programmes in line with the Vision, Mission and objectives of the Centre
- Supervise and evaluate existing programmes
- Provide direction and review the proposal / programme
- Attend working meetings with key stakeholders and community partners
- Stand in to run programmes when needed

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## **Team Management**

- Recruit, train and retain staff team and volunteers
- Develop/coach the staff team and volunteers
- Ensure that staff morale is high through team building/bonding activities
- Build organization culture and values among the staff team
- Attend annual management planning, HR and other relevant meetings at Hope Church Office

## **Operations**

- Proposed annual budget based on workplan
- Ensure that the expenses are within budget by reviewing quotations, monthly management account, expense tracker, expense requests, donation tracker
- Lead Fund Raising projects, if needed
- Ensure compliance during financial audit
- Ensure that the equipment, permits and licenses are well maintained and up to date
- Provide leadership in meetings with vendors / contractors

## **Community Partners & Corporates**

- Attend networking sessions
- Prepare updates and attend work coordination meetings
- Organize learning exchange sessions
- Take part in campaign or interviews

## **Requirements:**

- A serving member of Hope Church (Singapore)
- Diploma/Degree holder in any field with good organisational management skills
- Passion to work with Seniors, Youth, Children & Families
- At least 2 years of experience in managing teams
- Leadership skills
- Enthusiastic and self-motivated
- Proficient in English and Mandarin
- Good communication and interpersonal skills
- Able to multi-task and work independently with minimum supervision
- A team player who is hands-on & meticulous in his/her work and willing to learn and work beyond job scope when necessary
- Experience in social service sector will be an advantage
- A Singapore Citizen or Permanent Resident

**Please apply via e2hope, complete the application form, and attach your CV. If you are still waiting for your e2hope account to be activated, please send us a message.**