

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



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!

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

Programme Executive (Escape Room Project) **(2-Year Contract)**

Background of Escape Room Project:

The Escape Room is a project that brings about the awareness of bullying and its impacts on youth through interactive and engaging Escape Room game-play. It is based on a fictional story of a 13 year-old student who have been bullied by her classmates. The fictional story is inspired by true-stories of victims of bullying. At the end of the Escape Room game-play, participants will be led to a debriefing room where a facilitator would:

- 1) Convey the key message of the Escape Room experience, bringing awareness on bullying and its impacts.
- 2) Guide participants to process through on their thoughts and/or feelings towards bullying, through a response card which will be distributed by our organisation. Participants will be led to drop their response cards in a box, through which we will liaise with their school counsellor for required follow-up for case(s) that impose red-flags.
- 3) Encourage participants to approach their teacher and/or school counsellor for support, and bring to their awareness on the list of credible helplines that they could turn to.

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We hope that this project could be a resource for schools to tap on, in engaging and educating their students on:

- 1) Pro-social behaviours
- 2) Positive values - Respect, care and empathise with one another
- 3) Positive peer support - To provide a safe and secure environment in schools.

Responsibilities:

- Oversee the operation of the Escape Room programme, including but not limited to publicity, logistics and technical support
- Ensure the continuous implementation of COVID-19 safety measures and no safety hazards
- Conduct trainings and organise appreciation event for volunteers
- Facilitate briefing and debriefing sessions for volunteers and beneficiaries
- Liaise with Office Administrator on operational needs
- Perform administrative works such as scheduling of bookings, preparation of PowerPoint slides for proposal and volunteer briefing(s), CIP letters
- Work with Communication Executive to prepare resources for outreaching and engaging schools and community partners
- Present programme to schools and community partners and assist interested schools to on-board the programme
- Liaise with community partners such as local MP, CC, Grassroot and other SSA for publicity support and/or resources
- Monitor and ensure deliverables/KPIs are completed in timely manner
- Lead in evaluation of programmes and produce post-evaluation reports

Requirements:

- A serving member of Hope Church (Singapore)
- Diploma/Degree holder in any field
- Passion to work with youths
- Experience in volunteer and project management
- Leadership skills
- Communication and Facilitation skills
- 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
- Fresh graduates are welcome. Training will be provided
- 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.