



Mighty Oaks Foundation (www.mighty-oaks.org) is an NGO dedicated to bring old and young together for mutual joy and learning. Our goal is to create an age-friendly society by enriching community life through meaningful intergenerational engagement. We build connections between elder facilities and nearby schools for the long term, where old and young can develop friendships and flourish together.

Since 2017, Mighty Oaks has partnered with 124 elder facilities and 70 schools for various intergenerational programmes, serving close to 52,000 elders and 24,000 students.

Position

Programmes Manager

Reporting to

Head of Programmes

Job Description

Oversight, implementation and growth of intergenerational programmes and events.

Key Responsibilities

- Initiation, implementation and growth of intergenerational programmes, with a focus on i) students and elders participating together in purposeful, mutually beneficial intergenerational activities; (ii) promoting lifelong learning among elders through creative activities and engagement with students; and iii) connecting schools with nearby elder facilities for long-term collaboration
- Provide strategic leadership for programmes, including proposal writing, designing learning and teaching tools, managing budgets and resources, and preparing documentation and reports for donors and other stakeholders
- Plan and host celebratory events, such as concerts, graduations or exhibitions, for participants to showcase their talents and demonstrate the impact of our programme(s)
- Liaise and coordinate with sponsors, training partners, NGOs, schools, service providers, programme participants and volunteers to ensure the smooth running, output quality and impact of the ACE Academy programmes
- Develop and enhance the impact of Mighty Oaks' programmes by nurturing and building capacity of junior staff, partners and volunteers
- Work with Head of Programmes and external research team to oversee impact assessment of selected programmes and promote our achievements through Mighty Oaks or other channels to stakeholders and potential partners
- Provide support to the Mighty Oaks Team as required



Qualifications & Experience

- Bachelor's degree
- Experience working in a non-profit, education or elder services organization is preferable
- At least five years experience in programme management or a similar discipline, preferably in elders/youth services or music programmes
- Strong leadership skills, dynamic, analytical, prudent, decisive, and cooperative
- Fluent in spoken and written English and Cantonese (fluency in Mandarin is an advantage)
- Excellent communication and interpersonal skills
- Strong sense of responsibility, attention to detail, and ability to work independently and under pressure
- A good team player who can multitask
- Good IT skills, social media strategy (experience with Photoshop and video editing is an advantage)

Benefits

Benefits include medical insurance, Mandatory Provident Fund (MPF) and annual leave.

To apply

Interested parties please apply with their CV, expected salary and availability to ace@mighty-oaks.org by 16 August 2024 (early application is encouraged).

If you do not hear from us within eight weeks after the closing date, you may assume that your application was unsuccessful.