



**Save the Children**  
救 助 兒 童 會

## **ROLE SPECIFICATION**

For the position of      DOMESTIC PROGRAMME MANAGER/ ASSISTANT MANAGER

with      Save the Children HONG KONG

May 2021

## **WHO WE ARE**

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

## **DOMESTIC PROGRAMME MANAGER/ ASSISTANT MANAGER**

### **ROLE PURPOSE:**

The Domestic Programme Manager/Assistant Manager will manage local programmes for Save the Children Hong Kong (SCHK). The portfolio of domestic programmes at SCHK, which are delivered either in partnership with others NGOs or in direct service, currently focuses on child protection and mental wellbeing but is expanding into education and youth development. The Domestic Programme Manager/Assistant Manager will work with other functions/teams at SCHK including fundraising, international programmes and advocacy, marketing and communications, finance and shared services, to ensure high quality child-focused programmes are delivered and reaching the most vulnerable communities in Hong Kong, while maximising impact of our investments.

Reports to: Senior Manager, Domestic Programmes

### **KEY AREAS OF ACCOUNTABILITY:**

#### **1. Programme Management**

- Conduct need assessment, develop and implement work plan to ensure that the programme activity is implemented in ways responsive to communities, partners and children in line with SCHK's principles, values and strategic plan and compliant with SCHK's procedures
- Monitor programme progress against both programmatic and budgetary targets, making adjustments to programme design as necessary
- Prepare timely and high quality programme and donor reports in compliance with internal SCHK requirements and any relevant external donor requirements.
- Conduct periodic programme review and evaluation to enhance service improvement and produces accurate and timely report;
- Review NGO partners' narrative and financial reporting as well as monitoring and evaluation data, in collaboration with cross-functional team colleagues
- Contribute to the evolution of the domestic programme strategy and identify new strategic partnerships for implementation of the programme and ensure new projects align with programme strategy
- In collaboration with the teams of Partnerships & Philanthropy, prepare or assist in the preparation of proposals for funding of new or continuous projects
- Work with international programme colleagues to adapt expertise and knowledge from the global Save the Children movement to ensure high-quality programmes, and also communications colleagues to ensure documentation and sharing of case studies for marketing purposes
- Support on a variety of other projects or activities as requested, including but not limited to Save the Children Hong Kong direct service programmes and new initiatives

#### **2. Capacity building**

- Coordinate the strengthening of implementing partners, supporting organizational capacity assessments and collaborating on drafting and ensuring implementation of capacity-strengthening plans
- Plan and facilitate regular partnership meetings between partners and Save the Children staff, and ensure mutually-agreed-upon actions are met Provide regular coaching on technical and programme management skills to domestic programme team members
- Act as a mentor and role model for less experienced staff

## **BEHAVIOURS (our Values in Practice)**

### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### **Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency

## **QUALIFICATIONS**

- Degree in education, special education, social work, or related social sciences disciplines. Master's degree desirable.

## **SKILLS AND EXPERIENCE**

- At least 7 years relevant working experience in youth development or special education programmes, and programme management in Hong Kong.

- Minimum 3 years of working experience in managerial level.
- Candidate with less experience will be considered for the position of Assistant Domestic Programme Manager
- Familiar with networks in NGO, citizen network, and school in Hong Kong.
- Good design, planning and implementation skills
- Excellent communication skills in written and oral English and Cantonese / Traditional Chinese
- Proficient in PC, website, and social media applications (Microsoft Office, Zoom, Adobe, Photoshop, etc.)
- An excellent team player with the ability to also work independently
- Ability to work with colleagues and partners from multi-cultural and diverse backgrounds
- Ability to be adaptable and flexible
- Ability to multi-task, set priorities, and maintain positive attitude

## **COMPETENCY FRAMEWORK**

### **Leading:**

- Leading and inspiring others
- Delivering results
- Developing self and others

### **Thinking:**

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

### **Engaging:**

- Working effectively with others
- Communicating with impact
- Networking

## **APPOINTMENT TERMS**

This is a full-time position on a 2-year contract basis with potential for renewal/extension of appointment which will be subject to organizational needs and job performance.

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to [hkcareers@savethechildren.org](mailto:hkcareers@savethechildren.org). Personal data collected will be used for recruitment purpose only.