



**Save the Children**  
救助兒童會

## **ROLE SPECIFICATION**

For the position of **DOMESTIC PROGRAMME DIRECTOR**

With Save the Children HONG KONG

## **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 DIRECTOR**

### **SCOPE OF ROLE**

The Domestic Programme Director will lead domestic programme and advocacy for Save the Children Hong Kong. The portfolio of domestic programmes has evolved in the last few years with a focus on child protection and mental wellbeing and continues its expansion. Leading a team of 10+ staff members, s/he will provide the overall strategic direction in the design, implementation, and overall quality assurance of the portfolio of projects, delivered either through direct service or co-creation partnerships, and guide advocacy efforts to maximise impact on the most vulnerable children in Hong Kong. This position is part of Save the Children Hong Kong's Senior Management Team and will work closely with other departments to help evolve its strategies and achieve its organisational objectives.

**Reports to: CHIEF EXECUTIVE OFFICER**

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

#### **Accountability:**

- We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

#### **Ambition:**

- We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

#### **Collaboration:**

- We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

#### **Creativity:**

- We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

#### **Integrity:**

- We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.

## **KEY AREAS OF ACCOUNTABILITY:**

### Leadership

- Lead expansion of domestic programme and drive cross-functional team efforts to maximise programme impact on children
- Oversee advocacy efforts to establish SCHK as a respected voice in the area of child rights;
- Lead discussions with the Board and the Programme Committee on the direction and implementation of domestic programmes and advocacy
- As part of the Senior Management Team, contribute to the continued evolution of organisational strategy and policies

### Programme management and advocacy

- Lead domestic programme team to expand services and ensure high-quality programming, donor proposals and reporting, centre operations, and effective advocacy
- Build on Save the Children's international programmes and global advocacy expertise to develop strong team capabilities and plans
- Identify and cultivate strategic partnerships for co-creation with local NGOs, academics and other stakeholders
- Contribute to SCHK's financial management process and ensure all information is prepared on time and with accuracy

### Stakeholder management and resource mobilisation

- Represent Save the Children Hong Kong with key stakeholders in the government and local NGO sector
- Support fundraising and marketing goals in partnership with other teams and jointly oversee funding proposal development or donor engagement activities

### Team development and management

- Build a high performance and agile culture within the team, and ensure collaboration across teams
- Ensure that all team members have professional development plans and contribute to strong employee engagement

## **QUALIFICATIONS**

- Holder of Bachelor's degree in a relevant field. Ideally, a master or higher qualification
- Minimum of 12-15 years of relevant work experience with leadership role in NGO services in Hong Kong
- Team management experience of at least 5 years

## **SKILLS AND EXPERIENCE**

- Highly developed management and relationship building skills
- Ability to think strategically and creatively and develop appropriate plans and responses
- Demonstrated experience and commitment serving vulnerable population in Hong Kong; knowledge of child protection and development programmes is preferred
- Fluency in written and spoken Chinese and English
- Ability to work confidently and competently at the Board level
- Commitment to Save the Children's values

## **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 post is on a full time basis.

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.