

## InspiringHK Sports Foundation Limited

Founded in 2012, InspiringHK Sports Foundation (IHKSports) is a tax-exempt charity under section 88 of the Inland Revenue Ordinance, with a vision to promote social mobility, gender equality, social inclusion and healthy lifestyle with sports. We equip youth - irrespective of background, gender and race - with sportsmanship qualities such as perseverance and teamwork, so they can better meet challenges in life.

If you share the same mission, please take a closer look at the below and consider joining us as our:

### **Programme Executive**

#### **項目助理**

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IHKSports is seeking a talented individual as our Programme Executive. Our Executive will be based in Hong Kong, work under the direction of the full-time team, and collaborate with a team of 27 Experienced Volunteer Executives from legal, finance, education and other professional backgrounds. Our organization is a rapid growing charity with a strong learning culture, fast pace and requires high standard of work ethics and responsible working attitudes.

#### Job Responsibilities and Duties

- Work closely with full-time team to design and deliver high quality long-term sports programmes and short-term charity events;
- Support students' training progress through monitoring students' attendance, performance and constant communications with parents, coaches, charity partners and students;
- Build strong relationships with charity events' sponsors, co-organisers and stakeholders
- Monitor progress and expenditure of both long-term and short-term programmes, to ensure that they will achieve their objectives, meet our pledges, and be carried out within our scope and budget;
- Handle all administrative work of sports programmes other than coaching, including but not limited to vetting students' applications forms, venue booking, equipment purchase, sports competitions application etc.;
- Perform any other duties as assigned
- Supervise part-time staff

#### Qualifications

- Degree/Diploma holders with 1-2 years' experience in charity/community services/sports management (fresh graduates with leadership and management experience in sizeable student bodies will also be considered);
- Willing to travel to various districts in Hong Kong in weekday evenings and weekends, with transport subsidy and compensation leave;
- Strong organisational skills and detail-oriented;
- A strong team player capable of working with different personalities from different functional backgrounds;
- Strong ability to complete multiple assignments concurrently whilst balancing competing priorities and meeting deadlines;

- Proficiency in computer software such as Microsoft Word, Excel, PowerPoint;
- Experience of using Adobe Photoshop and other relevant graphic design software preferred;
- Good command of written and spoken in English and Cantonese preferred;
- Knowledge of and passion for InspiringHK Sports Foundation and charitable sector preferred.

How to apply: Please send a full resume with a cover e-mail, current and expected salary to [hr@inspiringhk.org](mailto:hr@inspiringhk.org).

Applicants who do not hear from us within one month may consider their applications unsuccessful. All personal data collected will be kept confidential and will be used for recruitment purposes only.

IHKSports is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, or any other status or characteristic protected by law.

Career Level: Junior

Yr(s) of Exp: 1-3 years

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Various

Salary: Salary Negotiable

Employment Type: Full Time, 1.5-year Renewable Contract