

InspiringHK Sports Foundation Limited

Senior Programme Officer / Assistant Programme Manager

高級項目主任 / 助理項目經理

InspiringHK Sports Foundation is seeking a talented individual as our **Senior Programme Officer / Assistant Programme Manager**. Our Manager will be based in Hong Kong, working under the direction of the Programme Managers.

Job Responsibilities and Duties

- Full execution of sports programmes, including design and plan at the back-end, organise programme activities and events of different scales and deliver at the front line;
- Lead junior staff and part-time staff/interns to carry out sports programmes and coach junior staff as required;
- Work closely with programme managers/senior management to monitor progress and expenditure of the responsible programmes, to ensure that it will achieve their objectives, meet our pledges, and be carried out within our scope and budget;
- Proactively establish and main partnerships with stakeholders, e.g. deliver strategic, confident and clear communication with schools, venue partners, coaches, students, parents and other stakeholders to ensure alignment on expectations, timelines and deliverables;
- Prepare reports, maintain records and work closely with the internal teams and external collaborators to communicate programme output and outcomes to relevant stakeholders;
- Conduct impact measurement, including but not limited to data collection, data analysis and data reporting, qualitative interviews and focus group evaluation; research on different impact measurement models and review on IHKSports' current model;
- Participate in the design of new cross-sector collaborative sports programmes and co-ordinate with full-time members to develop new initiatives for IHKSports that could create impact in alignment with the four missions;
- Perform any other duties as assigned.

Qualifications

- A Degree holder in any discipline with at least 6 years' experience in charity/ community services/sports management, including leadership experience in leading junior staff;
- Good command of written and spoken English and Cantonese;
- Demonstrate a strong passion in youth work/sports/volunteering/partnership management;
- A strong team player capable of working with different personalities from different functional backgrounds;
- Demonstrate a keen sensitivity to programme requirements and quality metrics (e.g. KPIs) to maximise the overall impact of the programme;
- Strong ability to complete multiple assignments concurrently whilst balancing competing priorities and meeting deadlines;
- Organised and detail-oriented with high integrity;
- Willing to occasionally travel to various districts in Hong Kong in weekday evenings and weekends, with transport subsidy and compensation leave;
- Knowledge of and passion for InspiringHK Sports Foundation and the charitable sector preferred.



Better Youths, Through Sports

A tax-exempt charity under the Inland Revenue Ordinance

How to apply: **Please send a full resume with a cover email, current and expected salary to hr@inspiringhk.org. Please specify the job title you are applying for in the email subject.**

On top of the statutory holidays, maternity leave and paternity leave, IHKSports offers 14-15 days of annual leave, birthday leave and health insurance with dental benefits. Other staff benefits include a one-hour early leave every month to do individual sports, a wellness day every month to do team sports together and flexible working hours at the office, compensation leave for overtime working, compassionate leave, and marriage leave (upon completion of 1-year service). The office is closed on the last day of each calendar year and the day before Chinese New Year.

Applicants who do not hear from us within two months may consider their applications unsuccessful. Only shortlisted candidates will be notified to attend interviews and a written test. All personal data collected will be kept confidential and will be used for recruitment purposes only. Successful applicants will be required to undergo Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

Career Level: Intermediate

Yr(s) of Exp: 6 years or above

Industry: Charity/ Social Services / Non-Profit Organisation

Location: Quarry Bay

Salary: Salary Negotiable

Preferred on-boarding month: Apr 2026