

InspiringHK Sports Foundation Limited

Programme Officer / Senior Programme Officer
項目主任 / 高級項目主任

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

Job Responsibilities and Duties

- Support the programme managers on the planning and full execution of the **Jockey Club Believe & Bounce Basketball Programme: InspiringHK Dream Factory**, a basketball programme targeting primary school and kindergarten students;
- Support the programme managers to monitor the expenditure of the responsible programme, to ensure that it will achieve their objectives, meet our pledges, and be carried out within our scope and budget;
- Design and plan for the execution of the project at the back-end and deliver at the front line;
- Deliver strategic, confident and clear communication with schools, venue partners, coaches, referees, students, parents and other stakeholders to ensure alignment on expectations, timelines and deliverables;
- Work closely with the internal teams and external collaborators to communicate programme output and outcomes to relevant stakeholders;
- Provide editorial support to programme managers in creating bilingual written and visual content for promotional materials, recruitment initiatives, and programme updates, ensuring alignment with the organisation's branding style and the programmes' values;
- Maintain accurate records, support data collection and prepare comprehensive reports for the programme managers;
- Lead junior staff/part-time staff/interns to support the programme delivery and coach junior staff as required;
- Support big data collection, the writing of programme reports and conduct impact measurement analysis;
- Participate in the design of new cross-sector collaborative sports programmes 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 2 years' experience in charity/ community services/sports management. Candidates with more experience would be considered for the Senior Programme Officer position;
- 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;
- Proficiency in Microsoft Office and AI/Photoshop skills is a plus;
- Knowledge of and passion for InspiringHK Sports Foundation and the charitable sector preferred.

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 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: Junior to Intermediate

Yr(s) of Exp: 2-8 years

Industry: Charity/ Social Services / Non-Profit Organisation

Location: Quarry Bay

Salary: Salary Negotiable

Preferred on-boarding month: Mar/Apr 2026