



Better Youths, Through Sports

A tax-exempt charity under the Inland Revenue Ordinance

InspiringHK Sports Foundation Limited

Programme Executive / Programme Officer 項目助理 / 項目主任

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

Job Responsibilities and Duties

- Support the seniors and work as part of the JC Fit City team to plan and deliver a wide range of initiatives to promote public participation in sports, including but not limited to sports taster classes, sports contests and large-scale community events;
- Support and monitor programme expenditure to ensure activities meet objectives and commitments, and are carried out within approved scope and budget;
- Manage participant communications and administration, including but not limited to groups' communications, discipline of participation, enquiry handling, and CMS updates;
- Coordinate closely with stakeholders to ensure smooth programme delivery, including but not limited to funder, collaborators, coaches, and vendors;
- Create social media content and publicity materials, and work closely with the marketing team to communicate programme outputs and outcomes to relevant stakeholders
- Lead part-time staff/interns to support the programme delivery;
- Support data and impact stories' collection, writing of programme reports and conduct impact measurement analysis;
- Participate in the design and development of new sports programmes and initiatives for IHKSports that could create impact in alignment with the four missions;
- Perform any other duties and support other programmes as assigned.

Qualifications

- A Degree holder in any discipline with at least 2 years' experience in charity/ community services/sports management might be considered for the Officer role. Candidates with less experience/fresh graduates would be considered for the Executive role.
- Good command of written and spoken English and Cantonese;
- Demonstrate a strong passion for youth work/sports/volunteering/partnership management;
- 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;
- Organised and detail-oriented with high integrity;
- Willing to occasionally travel to various districts in Hong Kong on 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.



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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 the 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 a Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

Career Level: Junior

Yr(s) of Exp: 0-3 years

Industry: Charity/ Social Services / Non-Profit Organisation

Location: Quarry Bay

Salary: Salary Negotiable

Preferred on-boarding month: Jun 2026