

InspiringHK Sports Foundation Limited

Senior Programme Manager

高級項目經理

InspiringHK Sports Foundation is seeking a proactive and hands-on Senior Programme Manager to lead and deliver high-impact youth development programmes. Based in Hong Kong and reporting directly to the CEO, the successful candidate will provide strategic leadership while remaining actively involved in programme planning, stakeholder engagement, partnership development, reporting, impact measurement and event delivery. This is a "player-coach" role that requires a balance of team leadership, operational excellence and hands-on execution to ensure programmes achieve meaningful impact.

Job Responsibilities and Duties

Programme Leadership & Execution

- Lead and supervise a team of programme staff in delivering territory-wide youth development and sports programmes.
- Oversee and participate in programme planning, budgeting, implementation, monitoring and evaluation. Support occasional evening and weekend activities and events as required.
- Maintain hands-on involvement in programme activities, school engagement, community events, competitions, and award ceremonies.
- Monitor programme progress, troubleshoot operational issues, and ensure smooth programme delivery.
- Work closely with team members, volunteers and partners to drive programme success.

Stakeholder & Partnership Management

- Build and maintain strong relationships with funders, schools, community organisations, sports associations, corporate partners, government departments and service providers.
- Act as a key contact point for major programme stakeholders, identifying partnerships opportunities.
- Represent IHKSports at meetings, networking events and community engagements.

Grant Management & Reporting

- Prepare programme reports, grant reports and stakeholder updates in a timely manner.
- Ensure compliance with funding agreements and grant requirements.
- Monitor programme expenditure and maintain accurate financial records.
- Coordinate reimbursement claims and reporting submissions.
- Maintain proper programme documentation and administrative records.

Impact Measurement & Evaluation

- Lead programme monitoring and evaluation initiatives.
- Conduct data collection, analysis and reporting to measure programme outcomes.
- Support evidence-based programme improvements and innovation.
- Work with internal and external stakeholders to assess programme effectiveness and social impact.

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Event & Operations Management

- Plan and execute activities ranging from school-based programmes to territory-wide events and ceremonies.
- Oversee event logistics, operational planning and participant experience.
- Support high-profile events involving government representatives, corporate leaders and community stakeholders.
- Ensure effective risk management and operational excellence across programmes.

Team Leadership

- Lead, mentor, coach and develop programme staff.
- Foster a collaborative, accountable and high-performing team culture.
- Support staff performance management and professional development.
- Provide practical guidance and hands-on support to team members when operational challenges arise.

Organisational Contribution

- Work closely with the CEO and senior management to support organisational growth and new initiatives.
- Contribute ideas for programme innovation and service enhancement.
- Perform other duties as assigned.

Qualifications & Requirements

- Degree holder in Social Sciences, Education, Sports Management, Public Policy, Business Administration or related disciplines, with at least 8 years of relevant experience in NGOs, youth development, community services, education or sports management, including a minimum of 3 years in a managerial role.
- Demonstrated experience in managing grant-funded programmes, stakeholder engagement and large-scale community initiatives or events. Strong leadership, project management and problem-solving skills, with the ability to balance strategic planning and hands-on execution.
- Proficient in Microsoft Office applications, particularly Excel. Experience in programme evaluation, impact measurement and reporting will be an advantage.
- Excellent command of written and spoken English and Cantonese, with strong interpersonal and communication skills.
- Passionate about youth development and social impact, resourceful, detail-minded, and able to manage multiple priorities effectively.
- Willing to work occasionally during evenings and weekends when required.



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Why Join Us

- Lead meaningful programmes that create positive impact for young people across Hong Kong.
- Work directly with the CEO and senior stakeholders.
- Build partnerships across the education, sports, corporate and community sectors.
- Enjoy a mission-driven and collaborative working environment.
- Play a key role in shaping the future of youth development through sports.

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 15-16 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, wellness day 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 a Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

Career Level: Middle-Senior

Yr(s) of Exp: 8 years or above

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Quarry Bay

Preferred onboarding month: Aug 2026