

**InspiringHK Sports Foundation Limited**

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

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InspiringHK Sports Foundation is seeking a 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**

- Plan and full execution of the following programmes:
  - ***Sports LinkVenture 2.0 for secondary school students:*** manage and delivery programme which challenges youth through series of mountain, city and water sports
  - ***MOVE 70 sports training programmes for low-income primary school students:*** Manage and deliver a variety of sports classes, organise learning experience activities that enrich students' learning beyond sports, promote the joy of participation in sports to public through community events
- Support and 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;
- Manage students and parents, including but not limited to managing WhatsApp groups' communications, discipline of participation, answering questions and coordinating their sports and other learning experiences;
- Work closely with the partnership management team and the marketing team to communicate programme output and outcomes to relevant stakeholders;
- Create written content for email and social media communications;
- Lead part-time staff/interns to support the programme delivery;
- 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 or 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.

How to apply: **Please send a full resume with a cover email, current and expected salary to [hr@inspiringhk.org](mailto: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:** Feb 2026