

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, work under the direction of the Senior Programme Manager.

Job Responsibilities and Duties

- Lead a team of colleagues and interns to carry out the **Jockey Club Believe & Bounce Basketball Programme: InspiringHK Dream Factory**, a basketball programme targeting primary school students.
- To work closely with our funders, project partners, schools, community centres, coaching partners (multiple sports types), social workers, teachers, parents, and beneficiaries.
- Work closely with the Senior Programme Manager and Deputy Chief Executives to monitor progress and expenditure of the responsible programmes, to ensure requirements from the funder are being met and within our scope and budget;
- Prepare Programme progress reports and maintain records in finance and accounting to reimburse fees from the grant-maker on a timely manner;
- Proactively establish and maintain partnerships with government authorities, corporates, local secondary schools, youth community centers, marketing agencies, sports associations, media and other relevant stakeholders to deliver the Programme elements and enrich students' learning experience;
- 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;
- Organise and handle logistics of the programme activities and events of different scales, including but not limited to territory-wide events that might involve senior officials from corporates and the government;
- Internally coordinate with other full-time members to support development of other new programmes;
- Perform any other duties as assigned.

Qualifications

- Bachelor's Degree in any discipline with at least 6 years' experience in NPO/social service organisations/ community services/sports management. Social work licence is not compulsory. Candidates with more experience will be considered for the Assistant Manager role.
- Solid leadership experience in leading a team of junior staff;
- Good command of written and spoken English and Cantonese; Proficiency in excel;
- 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;
- 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.

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). 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: Middle

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: Sep/Oct 2025