

## Vacancy on Staff @ Hope Centre (Singapore) - March 2023

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We are a non-profit voluntary welfare organization established in 1997, as the social service arm of Hope Church (Singapore). Over the years, we have been recognized for our active contributions towards the society, and have been granted Institute of Public Character (IPC) status as a charity. As a member of the National Council of Social Service (NCSS), Hope Centre is committed to improve the well-being of all people in the community of Singapore.

Our vision is to extend Christ's love to our communities through practical help and action regardless of race, language and religion.

Our mission is to operate centres that run meaningful social services and programmes for our communities.

We invite Hope Church (Singapore)'s dynamic and passionate members to join our growing staff team and be a part of a ministry that is making a lasting impact by serving and loving our communities in Kampong Glam area and all over Singapore!

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Advertised: 03-03-23 | Closing Date: 30-04-23

### **Programme Executive (Seniors)**

Hope Centre (S) is looking for a Programme Executive for our Seniors' programmes. The candidate should be someone passionate to connect with our senior beneficiaries and is willing to learn on-the-job to perform their duties, besides being one who takes initiative and is a great team player.

#### **Responsibilities:**

- Assist in review and planning for programmes (drop-in, special events and outings).
- Assist in stocktake and maintain supply of materials and equipment required to run the programmes.
- Perform home visits and befriend isolated beneficiaries and observe their physical condition as well as home environment.
- Provide follow-up care on beneficiaries' needs as needed.
- Maintain beneficiaries' profiles and conduct light case management.
- Mentor mobile and active beneficiaries through:
  - Planning special programme together
  - Involvement in Seniors Drop-In programme registration
  - Involvement as connectors
- Liaise with external organizations and beneficiaries' family.
- Liaise with other staff for direction and publicity of programmes.

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- Manage budget and update expenses tracker.
- Perform administrative works such as volunteer sign-up, ensure completion of forms, recording of beneficiaries' attendance and safety management, etc.
- Recruit, train, deploy and retain volunteers.
- Perform ad-hoc duties as assigned.

### Requirements:

- A serving member of Hope Church (Singapore)
- A Diploma/Degree holder
- Passionate about interacting with the elderly
- Volunteer management
- Events organization skills
- Leadership skills
- Good administrative skills
- Willingness to learn on-the-job
- A team player who is hands-on & meticulous in his/her work and work beyond job scope when necessary
- A Singapore Citizen or Permanent Resident
- Experience in social service sector will be an advantage
- Fresh graduates are welcome. Training will be provided

**Please apply via e2hope, complete the application form, and attach your CV. If you are still waiting for your e2hope account to be activated, please send us a message.**