

## Vacancy on Staff @ Hope Centre (Singapore) - August 2025

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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 Inspiring Hope, Transforming Lives.

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

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: 18-08-25 | Closing Date: 30-09-25**

### **Programme Executive (Children and Youth)**

Hope Centre (Singapore) is looking for a Programme Executive for our Children and Youth's programmes. The candidate should be someone passionate to connect with our youth 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:**

- Oversee the programmes from the planning stage to the post-event evaluation (for drop-in, special events and excursions).
- Perform stocktake and maintain supply of materials and equipment required to run the programmes.
- Perform home visits and befriend the beneficiaries and observe their physical condition as well as home environment.
- Engage the beneficiaries' parents and provide updates and follow-up care on beneficiaries' needs as needed.
- Maintain beneficiaries' profiles and conduct case management.
- Mentor beneficiaries and provide in-session academic support or guidance.
- Liaise with external organisations and beneficiaries' family when necessary.
- Liaise with other staff for direction and publicity of programmes.
- Manage budget and update expenses tracker.
- Recruit, train, deploy and retain volunteers.

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- Perform administrative work such as volunteers' sign-up, ensure completion of forms, recording of beneficiaries' attendance and safety management, etc.
- Perform ad-hoc duties as assigned.

### **Requirements:**

- A serving member of Hope Church (Singapore) at Step D
- A Diploma/Degree holder
- Passionate about interacting with the children and youth
- Volunteer management skills
- 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

**Interested parties may email their CVs to [hr@hopesingapore.org.sg](mailto:hr@hopesingapore.org.sg).  
Do note that only selected applicants will be notified.**