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## Vacancy on Staff @ Hope Centre (Singapore) – January 2026

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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: 26 January 2026 | Closing Date: 28 February 2026**

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

Hope Centre (Singapore) 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:**

- Plan, review and evaluate programme (i.e. normal weekly programmes, special event and outings).
- Stock-take and maintain supply of required materials and/or equipment to run 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
  - Involving for Seniors Drop-In programme registration
  - Involving as connectors
- Liaise with external organizations and beneficiaries' family.
- Liaise with other staff for direction and publicity of programmes.
- 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

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### Requirements:

- A serving member of Hope Church (Singapore) at Step D
- A Diploma/Degree holder
- Passionate about interacting with elderly
- 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.**