



Job Description for YAMA Foundation

Position Title: Programme Manager

Reports To: Executive Director

YAMA Foundation (YAMA) is a Hong Kong based charity that provides cost-effective and therapeutic wellbeing programmes to people with disability and special needs, people living in poverty and people with mental health challenges. YAMA runs a number of programmes simultaneously throughout the year.

The Programme Manager reports directly to the Executive Director and oversees the coordination and administration of all aspects of YAMA's programmes including planning, organising, staffing, leading and controlling programme activities.

Starting salary: HK\$30,000

Roles & Responsibilities:

Programme Planning

- Develop programmes in line with YAMA's strategic planning
- Ensure strong relationships among current and potential community partners and beneficiary organisations
- Plan programmes based on grant requirements and community needs
- Write programme proposals, service quotations, compile Service Agreements, Teacher Agreements & Appendices, Venue Sponsor Agreements and other contracts associated with programming
- Fulfil grant administration requirements: reporting, budgeting, meetings, communications, etc.

Programme Delivery & Coordination

- Ensure programme activities operate within policies and procedures of the organisation
- In consultation with Executive Director, recruit, interview and select well-qualified programme staff
- Ensure all staff members receive orientation and appropriate training
- Communicate with members and other stakeholders
- Coordinate programme scheduling, classes, teacher coordination and deployment
- Supervise programme staff by providing direction, input and feedback
- Oversee programme record keeping: Teacher Class Records, Class Attendance Sheets, Student Self-Assessment Records, beneficiary count, outputs, outcomes and impacts.
- Collaborate with fundraising staff to ensure grants and other materials align with programme goals and outcomes and programmes operate within approved budgets

Qualities & Skills

- Experience in non-profit programme management
- Excellent verbal and written communication skills in English and Cantonese
- Strong organisational skills, with the ability to handle multiple projects an advantage
- Demonstrated success in developing and evaluating programme models
- Strength in management skills and leading a diverse team
- Ability to work independently and proactively
- Personal qualities of integrity, credibility and commitment and passion to YAMA's vision and mission.

How to Apply



Please send cover letter and CV to: hello@yamahk.org with the subject header: Director of Programmes