



THE HONG KONG AWARD FOR YOUNG PEOPLE

香港青年獎勵計劃

Senior Manager – Award Service & Operations (Ref. SMASO/20/1)

The Hong Kong Award for Young People (AYP), formerly known as The Duke of Edinburgh's Award was established in 1961 as a local registered non-profit organization. AYP is a full license member of The Duke of Edinburgh's International Award Foundation which operates in more than 130 countries and territories.

AYP is committed to providing a non-formal education platform for young people to explore their full potential and take positive steps towards finding their purpose, passion and place in the community.

We are now looking for a high calibre candidate to fill up the post of Senior Manager – Award Service & Operations.

Job Highlights

- Formulate and oversee the overall strategic growth of the Award Scheme;
- Initiate source of collaboration network;
- Report to Chief Executive Officer

Job Duties

- Develop departmental strategy and service development with outcome measurements;
- Lead and coordinate operations, policies and systems to improve access, reach and impact of the Award Scheme;
- Lead the team to review streamline and reengineer the workflows and services in an efficient and effective manner;
- Manage the team to strengthen service statistics and revamp information system;
- Plan and manage resources allocation for the programme implementation;
- Proactively identify opportunities for collaboration with strategic partners.

Candidates should

- Degree holder or above in social science, management or marketing with 6 years or above experience in management capacity;
- Solid knowledge and experience in youth work and community service management;
- With strong passion to walk alongside with the young people;
- Good connections with uniformed groups and schools would be an advantage;
- Excellent team player and leadership skills;
- Experience in writing funding application proposals and reports, and
- High proficiency in written and oral English and Chinese.

Terms of employment

- A competitive remuneration package commensurate with the successful candidate's experience and qualifications on a **2-year contract** will be offered.

Interested parties should send application letter with full CV and expected salary to the Manager - Administration, HR & Finance by e-mail to recruit@ayp.org.hk on or before **25 November 2020**.

Prospective candidates are requested to undergo Sexual Conviction Record Check.

Candidates not invited for interview 2 months after the closing date may consider their applications unsuccessful.

Our website: <https://www.ayp.org.hk>