

Are you looking to collaborate alongside highly energised, highly motivated, innovative and collegiate colleagues who are passionate about their work? If so, we have an outstanding opportunity for you.

### **PROGRAMME SENIOR MANAGER / MANAGER (PIPELINE INITIATIVES)**

The Women's Foundation (TWF) is a leading NGO dedicated to improving the lives of women and girls in Hong Kong through research, programmes, education and advocacy. TWF is seeking a full-time Programme Senior Manager / Manager (Pipeline Initiatives) to join its dynamic team. This is an exciting opportunity to help amplify TWF's voice in the community and contribute to a range of programmes making an impact across Hong Kong. The position would suit someone who is strategic, personable, energetic, organised and passionate about women's and gender issues.

TWF is a committed Equal Opportunities Employer. Minority candidates (including race, ethnicity, gender, ability, among others) are encouraged to apply.

### **PRINCIPAL RESPONSIBILITIES**

- Manage two or more of TWF's pipeline-related programmes, partnerships and initiatives including TWF's signature Mentoring Programme for Women Leaders, Male Allies Initiative, Reverse Mentoring, 30% Club/Boardroom Series for Women Leaders. This includes the management of related events, participants, knowledge partners and communications, the creation or curation of content, and the monitoring and evaluation of programmes
- Manage TWF's network of corporate partners and stakeholders for our Pipeline Programmes and cultivate new partners and sponsors
- Develop best practices and communications to showcase TWF's pipeline work and more generally, to highlight issues and developments for a more gender inclusive workplace
- Participate in and support TWF's annual fundraising events and other initiatives alongside other staff members, volunteers and interns
- Assist TWF's ad hoc projects when required

### **REQUIREMENTS**

- Undergraduate and/or Master's degree from a recognised academic institution
- Minimum 6-7 years' work experience, ideally in a professional services or corporate context
- Must be able to demonstrate effectiveness in project management, relationship management, and strategic planning
- Prior experience and knowledge of Diversity, Equality and Inclusion programmes would be a strong plus
- A keen interest in women's and gender issues would be a strong plus

### **ESSENTIAL SKILLS**

- Word, Excel, PowerPoint
- Fluent written and spoken English; Cantonese proficiency a plus
- Highly-developed organisational and administrative skills including time management and prioritisation
- Creative and growth mindset with attention to detail
- Strong verbal, interpersonal and writing skills, including public speaking skills

## **BENEFITS**

Benefits include medical insurance, Mandatory Provident Fund (MPF), flexible working hours, wellness leave and 20 days annual leave.

## **TO APPLY**

Interested candidates should send their curriculum vitae with details of their professional and academic background, availability and expected salary to [hr@twfhk.org](mailto:hr@twfhk.org) by **October 14, 2022 (early application is encouraged)**. Data collected will be used for recruitment and other employment-related purposes only. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

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