

RSVP Singapore The Organisation of Senior Volunteers

<b>Designation/ Job Title</b>	<b>Volunteer And Programme Management          (Senior Associate / Associate)</b>
<b>Job Summary</b>	<p>A key role in the Volunteer and Programme Management domain. You will be working closely with senior volunteers and collaborating with community partners and fellow Social Service Agencies (SSAs) to curate and plan volunteering opportunities to achieve quality outcome in seniors' volunteering experience under your assistance.</p> <p>The function and main responsibility of this role is recruiting, planning, and advocating senior volunteerism opportunities to serve the needs of the community.</p> <p>Support the organisation in the areas of volunteer outreach in seniors volunteer recruitment in corporate engagement.</p>
<b>Key Responsibilities and Duties</b>	<p><b>Volunteer Management</b></p> <ul style="list-style-type: none"> <li>• Work closely with external stakeholders, partners, vendors, and suppliers to support the volunteer training workshops.</li> <li>• Participant in marketing and communications plan in promoting volunteer training sessions and related events.</li> <li>• Gather feedback through conducting surveys to ascertain senior volunteers' satisfaction level with RSVP Singapore.</li> <li>• Analysing survey statistic for management reporting.</li> <li>• Manage and maintain volunteer management database.</li> <li>• Build networks and maintain good alliance with existing partners and to cultivate new allies.</li> <li>• Plan and coordinate Volunteer Team Leaders Engagement sessions in collaboration with support from external stakeholders, partners, vendors, and suppliers.</li> </ul> <p><b>Programme Management</b></p> <ul style="list-style-type: none"> <li>• Work closely with external stakeholders, other partner organisations and schools through planning, organising, and managing events relating to programme activities.</li> <li>• Organise meetings and collaborate with Programme Chairperson and committees to review and enhance programme.</li> <li>• Support organisation improvement efforts by identifying partners' satisfactory level through conducting survey research.</li> <li>• Collate and analyse survey result for management reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>Record and maintain programme management database.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>Understand social communities needs through collaboration with seniors volunteers and Social Service Agencies (SSAs).</li> <li>Engage in corporate outreaching in seniors volunteering recruitment.</li> <li>Identify seniors volunteerism opportunities across partners, programmes to promote active aging and giving back through senior volunteers competency and passion.</li> </ul>
<b>Preferred Requirements</b>	<p><b>Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills.</li> <li>Proficient in Microsoft Office skills.</li> <li>Proficient in spoken and written English.</li> <li>A local dialect and mother tongue preferred, though not compulsory.</li> <li>Ability to work independently and proactively.</li> <li>Possess strong planning, organisational and analytical skills.</li> <li>Have a good learning attitude and aptitude and enjoy working in a fast-paced environment.</li> <li>Experience in volunteering in social service sector is preferred, though not compulsory.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Diploma or Degree holder.</li> <li>Experience in volunteering is preferred though not compulsory</li> </ul>
<b>Working Days/Hours</b>	Monday to Friday 9.00 am to 6.00 pm
<b>Office Address</b>	9 Bishan Place, #09-03, Junction 8 (Office Tower) Singapore 579837
<b>Work Environment</b>	Office setting, employee may at times be required to be on duty for events on site.