

## **Programme Manager - iACT**

Mind HK is a fast-paced, quick-growing mental health charity, with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 25,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for an experienced Programme Manager to lead our training programme of Improving Access to Community Therapies. The role will lead the team of iACT training and be responsible for overseeing all training coordination within the project. You will report to the Head of Programme and work closely with the Clinical Advisors and a range of team members.

### **Job Responsibilities:**

- Oversee and manage the Improving Access to community Therapies training programmes;
- Lead and manage project team and coordinate with internal and external resources to ensure that all project outcomes and outputs are delivered on-time, within scope and within budget;
- Prepare a detailed project plan to schedule key project milestones, workstreams & activities;
- Manage and adjust for any changes in project scope, schedule and / or budget;
- Identify and mitigate potential risks;
- Coordinate and prepare external reports of the project;
- Oversee all incoming and outgoing project documentation;
- Conduct project review to improve future development of projects with key project members;
- Work with Head of Programme on future project proposal and planning; develop and design the project continuance/expansion and roadmap with sustainable goals
- Supervise and develop project staff to equip them with better skills and achieve better performance;
- Managing the relationship and communication with all stakeholders especially with funders and board;
- Perform any other duties as required by the organization.

### **Requirements:**

- A degree in a relevant field, preferably holds a degree in mental health or a health-related discipline.
- Minimum of 3 years relevant working experience for Assistant Manager and 4 years for Manager, preferably in a social service setting or mental health-related initiatives.
- Minimum of 1 year of experience in a social service project or programme management.
- Proven experience in team leadership and project management.
- Excellent interpersonal skills.

- Excellent written and verbal communication skills in English and Cantonese.
- Ability to collaborate with external partners and stakeholders.
- Proven experience in budget management.

**Terms:**

Full Time (5 days per week); three years contract, renewal subject to review at contract end.

**Salary and Benefits:**

The starting salary for this position is between HKD 29,754 - HKD 38,629, depending on experience and competencies, based on our internal point system. Annual increments follow our structured salary framework.

Mind HK offers a 7-hour workday (with flexible hours within allocated time slots), 5 days per week for full-time staff. Our hybrid working model allows flexibility in working locations within Hong Kong, and for limited periods, outside Hong Kong.

Employees are entitled to 22 days of annual leave (prorated for part-time staff based on their working days), quarterly Mental Health Days, and medical insurance. As a learning organization, we provide development and well-being opportunities throughout the year, including up to 2 days of study leave and various training programs. Additional benefits include regular check-ins from clinical staff and staff well-being activities.

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

**Application:**

To apply for this position, please email [hr@mind.org.hk](mailto:hr@mind.org.hk) with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Both Cantonese and Mandarin) and English.