

Assistant Manager - Training and Services

Mind HK is a fast-paced, quick-growing mental health charity with a mission to ensure that no one in Hong Kong has to face a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mental health services and training are core components of Mind HK's work, focusing on prevention through mental health literacy and skills-building for various target audiences, including the public, schools, private organisations, and para/professionals. We are looking for an Assistant Manager to join our dynamic growing team. The role will play a pivotal position in our Training Team.

Job responsibilities:

Working closely with our Training Team and Mind HK Social Enterprise management, the Assistant Manager will:

- Coordinate and deliver multilingual training sessions and events for different stakeholders
- Responsible for client management, including but not limited to 1:1 consultation and/or sessions with clients
- Support implementation of mental health services
- Coordinate and implement funded projects, and liaise with multi-stakeholders, including but not limited to project beneficiaries, partner-organisations, and funders
- Support research and resource content development and updates within the team
- Support in trainer and wellbeing practitioner delegation and manpower arrangements
- Support documentation and database management for maintaining accurate and up-to-date training delivery, evaluation, and trainer records
- Support in structuring internal staff trainings
- Support daily administrative and operational tasks for the Training Team
- Any other ad hoc tasks required by the Training Team and/or the organisation

We are looking for someone with:

- A relevant Bachelor's degree related to mental health, such as social work, psychology, counselling, etc.
- Relevant clinical or placement experience related to mental health
- At least 3 years of working experience with relevant skills in project management
- Experience handling administration work
- Experience delivering multilingual training sessions is desirable
- Excellent presentation and organisational skills
- Excellent attention to detail, and able to maintain accuracy in tasks
- Fluent in both written and spoken Cantonese and English; Mandarin will be an advantage
- Excellent time management in a flexible working environment
- Able to take initiatives independently
- Excellent knowledge of MS Office, Google Suite and Zoom
- Interest in mental health and a passion to contribute to raising awareness in Hong Kong

Terms:

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

Salary and Benefits:

The starting salary for this position is between 24,455HKD - 29,754HKD, depending on experience and competencies, based on our internal point system. Annual increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, including up to 2 days of study leave and access to various training and well-being programs throughout the year.
- Additional support through regular check-ins with 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.

Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

Application:

To apply for this position, please email 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. Application is on a rolling basis.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.