



Charity Officer, Hong Kong Hong Kong Jockey Club

Highlight

- 6 months contract with excellent benefits
- Managing various charity projects

An NGO is seeking a dedicated Charities Officer to join our Charities Department, where you will play a pivotal role in supporting the Senior Manager of Charities. This position involves overseeing Trust-funded projects and enhancing our grant-making functions, focusing on fostering healthy communities and addressing the needs of the elderly.

Responsibilities:

- **Project Oversight:** Assist the Senior Manager/Manager in the development and management of Trust-funded projects, including the creation of comprehensive project plans. This includes defining tasks, deliverables, schedules, and required resources, while ensuring proper documentation for governance and audit purposes.
- **Grant-Making Support:** Evaluate donation applications by assessing their merits, budgets, expected outputs, and outcomes to ensure alignment with our mission.
- **Research and Analysis:** Conduct thorough research on social issues and community needs, encompassing literature reviews, policy analyses, and data evaluations to inform project strategies and initiatives.
- **Administrative Management:** Manage various project management and administrative tasks, including budget control, database maintenance, impact measurement, correspondence management, meeting arrangements, and filing systems.
- **Additional Duties:** Execute other responsibilities as assigned by management to support the department's objectives.

Requirements:

- University degree in any discipline. **Current students are encouraged to apply if they can commit to a full-time role for a minimum of six months.**
- Experience in business proposal writing is preferred.
- A demonstrated commitment to diversity and inclusion.
- Candidates with a keen interest in public health and the challenges associated with aging populations are preferred
- A genuine passion for and interest in charitable work.
- Proficiency in basic Excel and PowerPoint
- Excellent communication skills in both English and Chinese, with strong written and verbal abilities.
- We invite motivated individuals who are passionate about making a positive impact to apply for this rewarding position