

Job Title: Assistant Manager (Play in Community)

Our profile:

The Playmobile project is a community outreach service that promotes quality and creative play in mobile basis for government departments, schools, social welfare organizations, etc.

The Playful Community League project motivates community groups and organizations to join and collaborate their efforts to build up regular play space in public space.

Job Duty:

1. Assist in the development of the strategic and action plans of Play in Community project so that more community partners and landowners support and are engaged in community play provision.
2. Oversee the implementation of Play in Community project and ensure the outputs and ensure that the funded projects achieve the desired outputs and outcomes
3. Monitor the service outputs to ensure they are in good service quality.
4. Assist in advocacy efforts to highlight the impact of the project to bring substantial and systemic changes.
5. Liaise and form partnerships with important external stakeholders like government, NGOs, local organizations, etc. and foster cross team collaboration to maximize project impacts.
6. Monitor the budget and ensure compliance with funding requirements. while developing periodic funding reports for funders and top management.

Requirement:

- Degree holder in a relevant field: Social Work, Social Administration and Policy, Business Management, or related fields.
- At least 5 years working experiences in project management or related fields.
- Excellent leadership and interpersonal skills, with the ability to influence and motivate cross functional teams and team members.
- Mission driven, self-motivated, positive thinking, reflective with good problem solving and decision making abilities.
- Have passion in working with children through play.
- Work on weekends is sometimes required.
- Good command of Chinese and English language (spoken and written).

Interested parties can send their CV and expected salary to hr@playright.org.hk. All personal information will only be used for recruitment purposes.

Note: The general responsibilities listed herein above are exhaustive and as such additional duties, which are related to this position in the Company, may be added on the above list as and when it is deemed necessary.