

Senior Operations Officer
Playright Children's Play Association

Playright is a charity which carries out the mission of promoting children play for 35 years as we “Value Children, Value Play”.

For over 35 years, Playright Children's Play Association has been promoting children's right to play in Hong Kong. We are driven by our vision to “Build Hong Kong as a Playful City”. The basic principles behind the Playful City Framework are that every child is recognized as a valued, respected citizen, and every child is engaged to express or participate in decisions to play. Through our programmes, services, and advocacy work, we seek societal commitment to meet the play needs of every child at policy, planning and provision level. Come join our team of playworkers, hospital play specialists, and playground consultants.

Responsibilities

Strategy & Planning

- Assist team head in the development of the strategic and action plans of Play in Community & Play Environment project so that more community partners and landowners support and are engaged in community play provision.
- Implement policies and strategies to meet organization objectives.

Service Development & Stakeholder Management

- Monitor the service outputs to ensure the good service quality.
- Deliver, support and promote children's play by assisting the practice trainer in planning, organizing and delivering the community play session in the empowerment settings.
- Assist in planning and developing mass events and public seminars for advocacy purposes.
- Assist in planning and developing mass events, community design engagement and public seminar for space development purposes.
- Support the design of communication tools for community engagement activities.
- Support the delivery of free play opportunity in various playwork settings.
- Actively keep internal and external stakeholders informed of emerging trends and project advocacy goals. Network and coordinate with community stakeholders to draw their support of the project

Funding & Resources Management

- Assist in monitoring the I & E of the project.
- Develop progress reports periodically and effectively to top management, to ensure the provision of accurate and updated information and maximize donor's trust.
- Oversee the implementation of Play in Community project and ensure the outputs and ensure that the funded projects achieve the desired outputs and outcomes.

General

- To carry out all necessary administrative tasks relating to the operation.
- Provide administrative support, prepare data analysis and statistics for project reports with possible impact measurement and evidence-based research analysis.
- Documentation of the practice and experiences for sustainability of the project such as drafting operation manual and engagement evaluation studies.

- Collaborate with different teams including Playright Academy, Corporate Communication, etc as to leverage the professional resources across teams to maximize the project impacts.

Requirements

- Degree holder in any discipline (Social Work, Social Science, Social Design, Humanities, Education Engagement, Policy Work and Social Design preferred)
- At least 3 years of experience in community engagement and relevant activities or works, with experience in impact measurement and evidence-based research analysis are a definite advantage.
- Experience in working with children is an advantage.
- Be a good team player, independent, self-motivated, positive thinking, open-minded, possess good interpersonal skills, and able to handle challenges.
- Mature, energetic, creative and highly motivated.
- Socially Sensitive and have passion in working with children through play.
- Excellent written skills and ability to adapt styles and techniques to target different stakeholder groups.
- Strong verbal, interpersonal and relationship skills, to work effectively with a range of stakeholders.
- Organized project administration practice.
- Addicted to Visualization.
- Work on weekends is often required.
- Good command of Chinese and English language (spoken and written).

Prospective employee is requested to undergo Sexual Conviction Record Check on voluntary basis

Internal Play Training will be arranged

*Play Work Qualification is required (The Association will offer the Play Work training if the candidate do not have such qualification)

*Salaries will be commensurate with qualifications and experience. The Playright Children's Play Association office practices a five-day work week and offers a comprehensive fringe benefit package. Applications should include a full curriculum vitae, the expected salary and date of availability.

Please send your resume with expected salary to <mailto:hr@playright.org.hk>

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.