

Executive/Senior Executive, Programmes

The Programme Executive is responsible for the design, development and implementation of age-appropriate programmes in line with the Aims, Mission and Method of The Girls' Brigade Singapore, to impact the experience of hundreds of volunteers and more than 3,500 Girls.

Responsibilities:

- Develop age-appropriate programmes and curriculum (8 to 12 year olds, 13 to 16 year olds or tertiary aged students)
- Develop resources and instructional methods through the equipping and empowering of our volunteer Officers.
- Co-design, plan and carry out national projects, competitions, and events.
- Collaborate with industry partners and engage volunteers to work joyfully toward common goals.
- Administrate the backend systems that form the backbone of our work with Girls.

Requirements:

- Clear desire to make a difference in the community and young lives.
- Diploma / degree in any field,
- Preferably with at least 2 years of relevant experience in programme creation and direct work with youth in a non-academic setting, professionally or as a volunteer.
- Experience in event planning and management helpful.
- Effective team player
- Able to work independently
- Proficient in Microsoft Office suite, Online engagement tools (Zoom, Teams, Mentimeter etc.)
- Proficient in Video, image or layout tools would be helpful (Canva, photoshop, iMovie, Capcut etc.)