

## **STOP Program Manager**

Stop Trafficking of People (STOP) aims to end human trafficking in and through Hong Kong. STOP provides protection support to survivors of exploitation, educates the vulnerable community to prevent human trafficking from happening, and conducts research to build capacity for responding to the issues. If you are passionate about supporting survivors of trafficking and labor exploitation, consider joining our team.

This is a full-time position at Branches of Hope and reports to the Executive Director (ED). The working hours are Monday to Friday, 9am to 6pm. The primary role and responsibilities are as follows:

### **1. Strategic Development**

- Work with ED to manage and oversee the STOP program strategy, implementation and evaluation.
- Initiate and coordinate the development of STOP program by developing new programs to support the strategic direction of the organization.
- Work with the Partnerships Manager to develop fundraising strategies to mobilize the resources required to sustain operations.

### **2. Organizational Management**

- Work together with BOH leadership team to determine the annual goals of BOH and ensure the organizational success.
- Join the Head of Departments team and work to guide, motivate, and coordinate work activities between departments.

### **3. Program Oversight and Management**

- Ensure diligent use of program management tools (proposal/description; log-frame; budget; etc.) for all standalone program components and ensure all program goals are met.
- Develop and implement improved M&E practices, including the use of KPI, quantitative data, and associated data management tools to consistently demonstrate the impact of the program.
- Manage grants from various parties, including preparing proposals and fulfilling all reporting requirements.
- Provide overall performance management and personal development for a team of staff and volunteers to implement the initiatives of the STOP program.
- Monitor the provision of services through case management, systematic case file review, and crisis intervention.
- Oversee the development and implementation of the client protection policies of the STOP program.

#### **4. Technical Expertise**

- Conduct analysis of trafficking activities in Hong Kong in relationship to sources and activities in Asian countries.
- Assess anti-trafficking resources in the region and propose an expanded scope of operations to leverage compatible partners and resources.

#### **5. External & Media Relations**

- Develop capacity for collaborative engagement to provide enhanced services for trafficked victims and intelligence for anti-trafficking operations in Hong Kong.
- In collaboration with the Board, ED, and Partnerships Manager, submit statements to the Hong Kong Legislative Council advocating for sustainable solutions and lobby for policy change.
- Represent BOH in external meetings, conferences and activities to enhance collaboration with other organizations.
- Maintain positive media relations serving as a spokesperson for the organization on relevant issues.

#### **Job Requirements**

- Master's degree (or a Bachelor's degree with 2 extra years of work experience), preferably in social science.
- At least 5 years' work experience required; demonstrated experience in program management. Fundraising and data analysis skills will be considered an asset.
- Self-motivated and culturally sensitive to people from diverse cultural background.
- Good communication skills and team spirit.
- Patient and having maturity and character in mentoring and building up people in different life circumstance.
- A person with migrant background is an advantage.
- The ability to speak at least one of the common languages among the migrant community in Hong Kong (Bahasa, Tagalog, Sinhala, etc.) would be an advantage, but is not essential.
- Experience working in Christian organizations or church settings is an asset.
- Passionate about and willing to contribute to the society and serve our communities.

## How to Apply

Please send your full C.V. with current and expected salary by email to [career@branchesofhope.org.hk](mailto:career@branchesofhope.org.hk). Personal data provided by job applicants will be strictly used for recruitment purpose.