

## Terms of Reference for Consultant

### ROAD Program

Refugee Opportunity and Development Program at Branches of Hope is a beacon of hope for hundreds of refugees and non-refoulement claimants. ROAD is one of the oldest refugee programs in Hong Kong and has served several thousand refugees over the last decade.

<b>Name of Project:</b>	Summer School Project Coordinator
<b>Project Period:</b>	1 July 2025 – 30 September 2025 (3 month)
<b>Person in-charge:</b>	Niki Wong, ROAD Programme Manager

#### Purpose(s) of employing the consultant:

The ROAD Summer School Project Coordinator will organize a 3-week summer school for 50 refugee and asylum seekers children from Primary 1 to Primary 6 during 4 Aug to 22 Aug 2025. The coordinator will be responsible for planning classes, coordinating volunteers, student recruitment, and managing the day-to-day activities of the summer school program.

#### Project scope

##### Key Responsibilities:

- Develop a comprehensive plan for the summer school program, including curriculum, schedules, and activities.
- Coordinate with volunteers, including recruitment, training, and scheduling.
- Manage the day-to-day operations of the summer school program, including overseeing classes, activities, and events.
- Ensure the safety and well-being of all participants in the program.
- Maintain accurate records of attendance, progress, and other important information.
- Communicate regularly with parents, guardians, and other stakeholders regarding program updates and progress.
- Coordinate with community organizations, schools, and other partners to ensure the success of the program.
- Manage program budget and resources, including supplies, equipment, and facilities.
- Create a project report after completion of summer school.
- Any other task as assigned by superior(s) from time to time.

#### Deliverable(s)

Completed task(s) assigned by ROAD Programme Manager.

## Requirements

- Bachelor's degree in Education, Social Work, or related field preferred.
- Minimum of 1 year of experience in event planning, project coordination, or related field.
- Experience working with children preferred.
- Excellent organizational and communication skills.
- Ability to work effectively with diverse communities and stakeholders.
- Strong problem-solving and decision-making skills.
- Proficient in Microsoft Office and other relevant software.