

## **AIDHA**

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to migrant domestic workers and other lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM Singapore (which became UN Women Singapore and subsequently United Women Singapore), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 6,000 women and their families and communities. We attained IPC (Institution of Public Character) status in 2015 and have retained it ever since.

Aidha provides training in money management, computer skills, leadership, entrepreneurship and English. We conduct most of our classes on Sundays when most migrant domestic workers have their day off. Until the pandemic took hold in early 2020, we held in-person classes at our campus at United World College in Dover. At that time, Aidha typically had 400-500 students attending classes and a pool of 150-200 active volunteers conducting the classes. After going online through the pandemic, Aidha is now back to in-person classes since early 2023 and a key focus for Aidha will be to ramp up our enrolments. Our classes take place at our new main campus located at Rochester Commons near Buona Vista, as well as at our satellite campus at the FAST Hub near Eunos.

Aidha is a small but successful organisation, now in an exciting stage of scaling up of its operations.

## **POSITION: VOLUNTEER MANAGER**

Reporting to the Chief Executive Officer, the Volunteer Manager is responsible for the end-to end volunteer management. The Volunteer Manager is responsible for the recruitment, training, engagement, and performance management of volunteers. The Volunteer Manager also identifies and develops appropriate volunteer opportunities for both individuals and corporate partners, building relationships to form lasting partnerships.

The position can be either a full-time or 80% part-time role. The Volunteer Manager is expected to spend at least two Sundays a month either on campus or at external sites for outreach events and attend Aidha events on evenings and weekends as necessary (Note: time off-in-lieu will be provided for work on weekends and on weekday evenings.)

## **RESPONSIBILITIES:**

### **Volunteer Management**

- Ensure there is a steady pipeline of volunteers ready for mentoring or any other volunteering needs of Aidha, through appropriate recruitment channels
- Conduct regular volunteer orientation sessions and ensure appropriate follow-up Ensure that mentors are trained and qualified for mentoring duties, including regular performance assessment of volunteers
- Manage and maintain the volunteer database in Salesforce
- Respond to requests for volunteer related data
- Provide feedback and guidance to volunteers, including taking possible corrective action when needed.
- Plan and execute regular volunteer networking, engagement, and appreciation activities
- Collaborate with the Marketing and Partnerships team on the Volunteer Ambassador Programme

- Catalyse and foster relationships with corporate, institutional and civic partners to widen and strengthen Aidha's reach

#### **Other Responsibilities**

- Contribute to the strategic direction of Aidha, including but not limited to, providing perspectives with respect to the sustainability of volunteer management and the potential and limitations of integrating volunteers in key operating roles such as mentoring
- Undertake any other duties assigned by the CEO

#### **ARE YOU OUR IDEAL VOLUNTEER MANAGER?**

Our ideal Volunteer Manager would have experience in people management and possess strong organizational and project management skills, with the ability to multitask and prioritize effectively. S/he would possess excellent communication and interpersonal skills, with the ability to liaise confidently with all stakeholders. S/he would possess administrative skills and have good knowledge of MSOffice and Salesforce. S/he must have the personality to thrive in a fast-paced, dynamic environment and can cope well with change while remaining dependable and professional. As our office and campus resembles a mini United Nations, s/he must enjoy interacting and working with people from different nationalities and backgrounds. If you have a passion for our mission of education and empowerment, then we want you on our team!

In return, what you can expect from your time with us at Aidha is...

- A deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- The opportunity to play a key role in helping to shape and influence the growth of this young successful organisation as it continues on its upward track
- Unmatched opportunities for personal growth and to learn and develop new skills and experience
- Never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume and a cover letter stating current and expected salary to [careers@aidha.org](mailto:careers@aidha.org). Only shortlisted candidates will be notified.