

## 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 7,000 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. Most of our classes take place at our new main campus located at Catapult in Buona Vista, with other classes held at our satellite campus at the Singapore Management University in the CBD. We typically have 300-400 students attending our courses every month, supported by a pool of 150-200 active volunteers.

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

### **POSITION: - PROGRAMMES MANAGER**

The role of Programmes Manager is one that contributes to the strategic development of Aidha's programme offerings. The Programmes Manager will report to the Director of Programmes & Development. On some projects the Programmes Manager may also report to the Senior Programmes Manager in accordance with project-specific supervisory requirements. The Programmes Manager is responsible for contributing to and supporting the development of both current and new curriculum and other programmes initiatives; assisting with research and evaluation activities that will track the success and impact of Aidha's programmes; and managing curriculum updates to ensure Aidha's programmes remain effective and relevant to its students.

**The position is either a full-time or 80% role.** The Programmes Manager is expected to spend up to an average of two Sundays a month on campus. Note that time off-in-lieu will be provided for work on Sundays.

### **RESPONSIBILITIES:**

#### **Programme Development and Enhancement**

- Contribute to programme development and management including continuous programme improvement to include:
  - Reviewing current curriculum to fine-tune Aidha's core curriculum
  - Making needed revisions to current curriculum
  - Expanding Aidha's work by delivering and coordinating Aidha's curriculum for low-income Singaporean women with partner organisations
- Assist with Aidha's Short Course development, including content development and piloting of Aidha's short courses including:
  - Research and writing content for the short courses, possibly including full development and/or refinement of the curriculum
  - Supporting, supervising and/or collaborating with consultants supporting course development
  - Coordinating with partners, printing materials, attending to the event, analysing outcomes data

- Contribute to Aidha's online initiatives and strategy – to include the development of online content, and supporting the delivery and design of online programme offerings
- Lead the planning and delivery of the annual Graduation Business and Personal Financial Plan Competition - to include coordinating the judging process and managing a series of training sessions & events
- Support the development of new programmes as required to meet the needs of Aidha's beneficiaries as Aidha expands its programme activities
- Support the development of collaborations and partnerships related to Aidha's programmes

#### **Research and Evaluation**

- Support the planning and implementation of evaluation and research initiatives to measure the impact of our programmes on Aidha beneficiaries including Impact data assessment for short courses, the local low-income women's programme(s), and core curriculum
- Support student, mentor, and partner feedback as well as feedback on the Sunday Skills workshops
- Stay abreast of best practices in the delivery of financial education and entrepreneurship training for low-income women to ensure optimal design and execution of Aidha's programmes
- Be an Aidha representative with external research partners and participate in external research projects

#### **Other Responsibilities**

- Undertake any other duties assigned by the CEO

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

Our ideal PM is that rare combination of being able to think big picture but also able to get down to details. S/he would ideally have around 5 years of experience in programme development, research and evaluation and possess excellent written and verbal communication skills in English. S/he must have strong organisational skills and be able to juggle multiple projects and be unfazed with tight deadlines. S/he must have the personality to thrive in a fast-paced, dynamic environment and can cope well with change. 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 able 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 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.