

AIDHA

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial education and self-development skills to migrant domestic workers and 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 positively impacted more than 6,000 women and their families and communities. We attained 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 the majority of migrant domestic workers have their day off. Most of our classes take place at our main campus located at Catapult in Buona Vista, with other classes held at our satellite campus at Singapore Management University in the CBD, and occasional classes at the Lifelong Learning Institute in Paya Lebar. 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 growth and scaling up of its operations.

POSITION: EVENTS CONSULTANT (Part time)

Aidha is seeking an experienced, highly organised Events Consultant to lead and run Aidha's key events end-to-end, taking full ownership of planning, coordination, and execution across the organisation.

Reporting to the Marketing & Partnerships Director, the Events Consultant will be the central lead for key events, working closely with internal teams, volunteers, and external partners/vendors. This role requires someone who can plan independently, anticipate needs, and confidently drive decisions to ensure events are delivered smoothly and professionally.

This is a part-time role averaging 50% time over the period of the consultancy, with flexibility required for hours to increase closer to major events. The Events Consultant is expected to work selected Sundays and evenings as required. The initial contract will be for a period of 9 months but we foresee this as a continuing organisational need with a high likelihood for renewal beyond this period. This engagement will be on a contract for service basis as an independent consultant. We also invite event companies able to provide this support to apply, with a preference to have predominantly one main point of contact working with Aidha. The consultancy will be remunerated on a mutually agreed daily rate, commensurate with experience and scope of services.

Roles and Responsibilities:

While guidance and support will be provided by the Marketing and Partnerships Director, the Events Consultant will be accountable for the successful delivery of Aidha's key events, ensuring events are well-planned, aligned to organisational goals, and executed to a high standard.

Event Leadership & Ownership

- Own and manage Aidha's key events:
 - 20th Anniversary Celebrations – end July 2026
 - Graduation Rehearsal – 11 October 2026
 - Graduation Competition – 1 November 2026
 - Graduation Ceremony – 22 November 2026

- Lead end-to-end event conceptualisation, planning and delivery, including timelines, workplans, budgets, logistics, and run sheets
- Act as the event lead, ensuring clarity and accountability across all stakeholders

Cross-Functional Coordination

- Serve as the primary liaison between CEO, Board and internal teams
- Coordinate inputs, timelines, and responsibilities across teams to ensure alignment and avoid last-minute changes
- Brief internal teams, volunteers, and partners clearly ahead of events

External Stakeholder & Vendor Management

- Liaise with external partners, sponsors, venues, vendors, and service providers
- Manage contracts, quotations, and confirmations related to event logistics
- Ensure expectations and deliverables are met during events

On-the-Ground Event Management

- Lead on-site event execution, including managing volunteers, speakers, and vendors
- Troubleshoot issues calmly and decisively during events
- Ensure events are run safely, professionally, and in line with Aidha's values and brand

Post-Event Review & Continuous Improvement

- Lead post-event reviews to assess attendance, effectiveness, and participant experience
- Identify process improvements to strengthen event planning and delivery over time

ARE YOU OUR IDEAL EVENTS CONSULTANT?

We are looking for someone who:

- Has 5+ years' experience in events management, project management, or a related field
- Has experience leading events independently and coordinating across multiple teams
- Is a strong planner who can anticipate issues and manage complexity
- Communicates confidently and clearly with internal and external stakeholders
- Is comfortable taking ownership and making decisions
- Is flexible and able to scale working hours during peak event periods
- Communicates clearly and professionally, both in writing and in person
- Is excited to work in a dynamic, multicultural, mission-driven setting
- Has a passion for education and empowerment, especially for women and migrant communities

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

- A strong sense of fulfilment from leading meaningful, high-impact events
- A flexible part-time role within a purpose-driven organisation
- Opportunities to shape and improve how Aidha delivers its events
- 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 Aidha as it continues its upward track

Interested candidates are invited to submit a comprehensive resume and cover letter, stating current and expected remuneration to careers@aidha.org. We regret that only shortlisted candidates will be notified.