

### **Youth Engagement Manager (Youth Programme)**

Mind HK is a fast-paced, quick-growing mental health charity, with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 25,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for an experienced Youth Engagement Manager to lead our new youth programme. The role will lead the team of Youth Engagement Officers and be responsible for overseeing all school club or school-based activities within the project. You will report to the Head of Programme and work closely with the Communications and Event Manager and a range of team members.

#### **Job Responsibilities:**

- Support the Head of Programme to manage project planning, execution, monitoring, and budgeting of the youth engagement aspect.;
- Ensure the delivery of program outputs and outcomes of the youth engagement aspect;
- Lead and manage the team of youth engagement officer, and provide supervision, guidance and support to team members;
- Support Head of Programme in fostering a collaborative and high-performance team culture;
- Work closely with the clinical advisor and Communications and Events Manager on relevant tasks;
- Actively recruit and coordinate with schools and other collaborating organisations to participate in the project;
- Facilitate effective communication between youth engagement team and stakeholders, including Youth Advisory Committee;
- Prepare comprehensive reports and regular updates on youth engagement aspect progress to the management team.;
- Any other ad hoc and administrative duties assigned by the organisation.

#### **We are looking for someone:**

- A degree in a relevant field, preferably holds a degree in mental health or a health-related discipline.
- Minimum of 5 years of experience in youth engagement, school programme, or related roles.
- Strong background in charitable initiatives, youth or school projects, and team management. Previous involvement in mental health-related initiatives is a plus.
- Proven experience in team leadership and project management.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills in English and Cantonese.
- Ability to collaborate with external partners and stakeholders.
- Proven experience in budget management.

**Terms:**

Full Time (5 days per week); three years contract, renewal subject to review at contract end.

**Salary and Benefits:**

The starting salary for this position is between 28,391HKD - 36,860HKD depending on the level of experience and competencies (according to our internal point system). Annual increment is based on our salary structure.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (FT staff). In addition, employees receive up to 22 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions. Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

**Application:**

To apply for this position, please email [hr@mind.org.hk](mailto:hr@mind.org.hk) with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.