

### **Assistant Manager - iACT (full time, contract basis)**

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 currently looking for a highly motivated individual to act as Assistant Manager for our Improving Access to Community Therapies (iACT) programme, which will train practitioners to offer low-cost, evidence-based mental health treatments to people in Hong Kong. The role will manage and support the organisational aspects of the iACT programme service delivery and development, and reports to the Head of Programme - iACT.

### **Job Responsibilities:**

- Managing the project operation, monitoring the budget, service output and outcome, carrying out administrative and accounting duties
- Providing administrative supervision to the staff and wellbeing practitioners.
- Liaising and communicating with stakeholders, reporting to the management team and funding body.
- To prepare proposals and reports for both internal and external submission, memos, minutes, manuals, etc.
- To explore partnership opportunities with different organizations and corporations.
- Providing mental health-related talks and workshops.
- Support the planning and execution for large and small-scale project events.
- Attend and support events outside of office hours as needed, with Time Off in Lieu (TOIL) available on approval from your line management.

### **We are looking for someone who has/is:**

- A degree in a relevant field, preferably holds a degree in social work, psychology, mental health or a health-related discipline.
- Minimum of 3 years working experience, preferably in social service setting or mental health-related initiatives.
- Minimum of 1 years of experience in social service project or programme management.
- Excellent interpersonal skills. Comfortable at public speaking.
- Excellent written and verbal communication skills in English and Cantonese.
- Ability to collaborate with external partners and stakeholders.

### **Terms:**

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

### **Salary and Benefits:**

The starting salary for Assistant Manager is between 23,335HKD - 28,391HKD 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.