

## **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 youth programme. The role will lead the team of Youth Engagement Assistant Managers and Officers, and be responsible for overseeing over 130 student wellness clubs or school-based activities in local secondary schools within the project. You will report to the Head of Programme and work closely with the Communications and Event Manager as well as the Programme Manager for the Campus Wellness Fund and a range of team members.

### **Core 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 Youth Engagement Team (YET), 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, including but not limited to training, exchange tour, Annual Leadership Event, school-wide campaign, Annual JC LevelMind Fest and project evaluations.
- Actively recruit and coordinate with schools and other collaborating organisations to participate in the JC LevelMind project, including but not limited to schools, community and e-clinic.
- Facilitate effective communication between youth engagement team and stakeholders, including the Project Funder, schools, JC LevelMind project partners and Youth Advisory Committee and its Alumni.
- 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); two-year contract, renewal subject to review at contract end.

**Salary and Benefits:**

The starting salary for this position is between HK \$30,052 - HK \$39,015 per month, depending on experience and competencies, based on our internal point system. Annual salary increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, offering up to 2 days of study leave, access to ongoing training, workshops, and cross-organisational learning opportunities.
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

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 (Both Cantonese and Mandarin) and English.

**Our Commitment to Inclusion:**

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All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.