

Senior Manager (Mental Health Promotion and Prevention)

Mind HK is a fast-paced, quick-growing mental health charity with a mission to ensure that no one in Hong Kong has to face a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mental health services and training are core components of Mind HK's work, focusing on prevention through mental health literacy and skills-building for various target audiences, including the public, schools, private organisations, and para/professionals. We are looking for a Senior Manager to join our dynamic growing team. The role will play a pivotal position in our Training Team.

Job responsibilities:

- Coordinate and deliver high-impact multilingual training sessions and events.
- Collaborate with individuals with lived experience and clinical advisor(s) to co-design and update evidence-based training content with robust evaluation frameworks.
- Manage relationships across key stakeholders, including collaborators, funders, academic partners, freelance and internal trainers, and mental health ambassadors.
- Coordinate and execute funded training projects, liaising with multi-sector stakeholders—including project beneficiaries, partner organisations, and funders.
- Ensure the financial sustainability, cost-efficiency, and budget integrity of all training activities.
- Work with training team member(s) to maintain accurate database records and documentation for training delivery, program evaluations, and trainer credentials.
- Supervise the daily administrative and operational workflows of the training activities.
- Perform other ad-hoc duties and strategic tasks as required by the Training Team and the broader organisation.

We are looking for someone with:

- Bachelor's degree in a relevant field such as Social Work, Psychology, Counselling, or a related mental health discipline.
- Direct clinical or placement experience in a mental health context.
- Minimum 5 years of relevant work experience with demonstrated skills in project management or research execution.
- Proven ability to design and deliver training sessions fluently in Cantonese, English, and Mandarin.
- Strong track record in administrative management, with a high degree of accuracy and acute attention to detail.
- Highly self-motivated, disciplined, and capable of taking independent initiative in a dynamic, flexible working environment.
- Deep interest in mental health and a strong drive to advance mental health awareness and promotion across Hong Kong.

Terms:

Part-time (3 days per week) or full-time (5 days per week); one-year contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position is between HKD39,015 and HKD48,192 (full time), depending on experience and competencies, based on our internal point system. Annual 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, including up to 2 days of study leave and access to various training and well-being programs throughout the year.
- Additional support through regular check-ins with clinical staff and staff well-being activities.

Application:

To apply for this position, please email 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:

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.

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