

# JOB DESCRIPTION

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## About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd is the umbrella body for overseas humanitarian aid and disaster relief efforts of the Archdiocese of Singapore.

Our Purpose: As one Body in Christ, to inspire, unite and enable the Catholic Community in Singapore, to love and serve our neighbours in the region through humanitarian aid and disaster response.

## Position: Executive – Volunteer & Outreach + Disaster Response & Missions

We seek to hire an Executive responsible for supporting our Volunteer & Outreach (V&O) as well as Disaster Relief & Missions (DR&M) activities within CHARIS. This role will be reporting to the Executive Director of CHARIS, and working closely with the Chairpersons of the respective committees that he/she supports.

## Key Responsibilities:

1. Supporting the CHARIS Volunteer & Outreach Committee in engaging our pool of volunteers and network of parishes, CHARIS Member Organisations (MOs) and partners:
  - a) Engaging new and existing volunteers with volunteering opportunities both within CHARIS and in support of our MOs.
  - b) Serve as point of contact for Parishes in promoting CHARIS' events and activities, as well as any support needed by them.
  - c) Supporting our Member Organisations in promoting their events and activities, leveraging on CHARIS' Digital Engagement Platform.
  - d) Engaging Catholic schools to organise talks or activities to share and plant the seed for missionary discipleship at an early age.
  - e) Help in organizing events and activities to inspire, unite and enable volunteers, such as CHARIS Overseas Humanitarian Foundation Course, and other hard and soft skills workshops.
2. Supporting the CHARIS Disaster Response & Missions Committee in defining and executing our desired goals and activities, including:
  - a) Function as the key point of contact for CHARIS within Caritas Asia's Strengthening Humanitarian Partnerships & Exchanges (SHAPE) programme, to define a holistic framework and collaboration model in addressing the needs of disaster response activities across the region.
  - b) Organising Disaster Response specific training programmes for CHARIS Member Organisations and Volunteers.

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- c) Defining a set of logistics support SOP and protocols, including liaising with suppliers, transport providers, overseas partners and sister organisations, local and foreign authorities, etc.
  - d) Planning, coordination and execution of CHARIS mission trips, in collaboration with either CHARIS grants beneficiaries, Caritas Asia MOs or CHARIS MOs.
3. Each secretariat in CHARIS is assigned to support one or more CHARIS Committees that oversee various programmes and functions of CHARIS:
- a) Assist the respective Committee Chairman in the planning and execution of regular and adhoc meetings, including logistics support and minuting.
  - b) Reviewing, updating and implementing policies and procedures related to areas within above roles and responsibilities where necessary.
4. Other general responsibilities:
- a) As part of the CHARIS Secretariat team, the candidate may also be assigned other tasks as may be required in support of the operations of CHARIS.
  - b) As part of teamwork, the candidate is also expected to help in the execution of all events and activities across functions and committees where necessary.
  - c) As a Catholic organisation and as part of the broader Archdiocese in Singapore, the candidate is expected to participate in spiritual and formation activities in the course of our work.

## Requirements:

- Degree or diploma holder.
- Familiar Microsoft Office tools.
- Outgoing with good communication and inter-personal skills.
- Experience in planning events & activities.
- Experience in overseas missions will be an added advantage.

## Contact Us:

Please submit your CV, including last drawn salary and expected salary to [hr@charis-singapore.org](mailto:hr@charis-singapore.org)

Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below or our Facebook at:

- [www.charis-singapore.org](http://www.charis-singapore.org)
- [www.facebook.com/CHARISingapore](https://www.facebook.com/CHARISingapore)