

## **AIDHA**

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to foreign domestic workers and lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM (now UN Women), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 5,000 women and their families and communities. We attained much-coveted IPC (Institution of Public Character) status in 2015 and have retained it ever since.

Aidha provides training in money management, computer skills, leadership entrepreneurship and English. We conduct classes on Sundays (when most foreign domestic workers have their day off) at our campus at United World College in Dover. At any given time, Aidha typically has 400-500 students attending classes and a pool of 150-200 active volunteers conducting these classes. Given the current situation, in recent months Aidha has been offering classes and learning sessions online, which we aim to have as a continuing feature of our programme offerings.

Aidha is a small but successful organisation, now in an exciting stage of growth and scaling up of its operations.

## **POSITION: PROGRAMMES MANAGER**

The role of Programmes Manager is one that contributes to the strategic development of Aidha's programme offerings. Reporting to the Director of Programmes & Development, the Programmes Manager is responsible for contributing to and supporting the development of both current and new programmes; assisting with research and evaluation initiatives that will track the success and impact of Aidha's programmes; and managing curriculum reviews to ensure Aidha's programmes remain effective and relevant to its students.

**The position is full-time.** The Programmes Manager is expected to spend two Sundays a month on campus or, in light of Covid-19, supporting Sunday online activities. Note that time off-in-lieu will be provided for work on Sundays.

## **RESPONSIBILITIES:**

### **Programme Development and Enhancement**

- Contribute to programme development and management including continuous programme improvement to include:
  - Reviewing current curriculum to fine-tune Aidha's core curriculum
  - Expanding Aidha's work by delivering and coordinating Aidha's curriculum for low-income Singaporean women with partner organisations
- Assist with Aidha's Short Course development, supporting the Director of Programmes and Development with the content development and delivery of Aidha's short courses including:
  - Research and writing content for the short courses
  - Coordinating with partners, printing materials, attending to the event, analysing impact data
- Contribute to Aidha's online initiatives and strategy – to include the conceptualisation and development of Aidha's long term online strategy, the development of online content, and supporting the delivery and design of online programme offerings
- Support the coordination and facilitation of the Personal Financial Plan and Business Plan clinics for Module 2 and Module 3 students
- Support the development of new programmes as required to meet the needs of Aidha's beneficiaries as Aidha expands its programme activities
- Support the development of collaborations and partnerships related to Aidha's programmes

### **Research and Evaluation**

- Administer the planning and implementation of evaluation and research initiatives to measure the impact of our programmes on Aidha beneficiaries including:
  - Impact data assessment for short courses, the local low income women's programme(s), and core curriculum
  - Support student, mentor, and partner feedback as well as feedback on the Sunday Skills workshops
- Stay abreast of best practices in the delivery of financial education and entrepreneurship training for low income women to ensure optimal design and execution of Aidha's programmes
- Be an Aidha representative with external research partners and participate in external research projects

### **Other Responsibilities**

- Undertake any other duties assigned by the CEO and the Director of Programmes and Development

### **ARE YOU OUR IDEAL PROGRAMMES MANAGER?**

Our ideal PM is that rare combination of being able to think big picture but also able to get down to details. S/he would ideally have experience in programme development and evaluation and possess excellent written and verbal communication skills in English. S/he must have strong organisational skills and able to juggle multiple projects and be unfazed with tight deadlines. S/he must have the personality to thrive in a fast-paced, dynamic environment and can cope well with change. As our office and campus resembles a mini United Nations, s/he must enjoy interacting and working with people from different nationalities and backgrounds. If you have a passion for our mission of education and empowerment, then we want you on our team!

### **In return, what you can expect from your time with us at Aidha is...**

- A deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- The opportunity to play a key role in helping to shape and influence the growth of this young successful organisation as it continues on its upward track
- Unmatched opportunities for personal growth and to learn and develop new skills and experience
- Never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume and a cover letter stating current and expected salary to [careers@aidha.org](mailto:careers@aidha.org). Only shortlisted candidates will be notified.