

## 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 (which later became 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 main campus at United World College in Dover and our satellite campus at the FAST Hub near Eunos. 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: DIRECTOR, CAMPUS OPERATIONS AND STUDENT AFFAIRS**

Reporting to the Chief Executive Officer, the Campus Operations and Students Affairs Director will spearhead the development and improvement of operational activities in the Aidha campuses, ensuring that activities are conducted smoothly and efficiently to Aidha's high standards. This key role will also contribute to expanding Aidha's physical and digital campus presence.

Further, this role is also responsible for directing, planning, and developing non-academic support services for the student body and alumnae aimed to enrich their experience in Aidha.

**The position is full-time (but an 80% part-time role is possible).** The Director, Campus Operations and Students Affairs is expected to spend two Sundays a month on campus or at external sites for outreach events and attend Aidha events on evenings and weekends as necessary. (Note: time off-in-lieu will be provided for work on weekends or evenings.)

### **RESPONSIBILITIES:**

#### **Campus Operations**

- Lead the development and implementation of strategic and efficient operational systems and processes and contribute to the successful expansion of Aidha's campuses
- Provide leadership for the facilities management and maintenance of Aidha campuses and spearhead the development of campus procedures and effective safety management, emergency or crisis response related to these functions

- Oversee and drive collaborative relationships with stakeholders such as UWC Dover, FAST, and other possible classroom venues in the future

#### **Student Affairs**

- Lead the mapping of the students' journey and experience at Aidha and develop student-centred, non-academic services and activities
- Drive the strategy for student recruitment efforts and student conversion in collaboration with the Director of Marketing and Partnerships
- Lead the development and implementation of engagement strategies for the Student Ambassador Programme and Alumnae Leadership Programme
- Oversee the planning of Aidha's Annual Graduation Ceremony and other student and alumni related events and activities including Aidha's extracurricular "Sunday Skills" learning sessions

#### **Evaluation**

- Oversee the planning and implementation of the course and programme evaluation from the student body in collaboration with the Director of Programmes and Development and/or Programmes Manager
- Summarise the findings and prepare recommendation reports for the CEO, the Board, and other purposes
- Lead the periodic review of Aidha's standard operating procedures related to campus operations and implement improvements as needed

#### **IT and Cyber Security**

- Oversee the management, strategy, and security of the IT infrastructure of the organisation
- Lead efforts jointly with vendors and volunteers to improve IT processes, and manage potential risks and cyber security issues

#### **Other Responsibilities**

- Supervise and manage Aidha's Campus Manager, Student Affairs and Campus Associates, vendors, volunteers and /or interns involved in the activities under the Campus Operations and Student Affairs team
- Undertake any other duties assigned by the CEO

### **ARE YOU OUR IDEAL CAMPUS OPERATIONS AND STUDENT AFFAIRS DIRECTOR?**

Our ideal Director, Campus Operations and Student Affairs has that rare combination of being able to think big picture but yet be able to get down to the details. S/he is able to work both strategically and operationally. S/he must have a passion for working and interacting with people from diverse cultures and enjoy working in a small and fast-paced team. S/he possesses superior organisational skills, a can-do attitude, and understands the value of ownership and accountability. S/he must be able to deal with all matters relating to the Aidha campus and our students with empathy, humility, and authenticity. If you enjoy adopting a collaborative approach and creating a thriving work environment while making a positive impact in society, 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 able 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 small, 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 cover letter, stating current and expected salary to [careers@aidha.org](mailto:careers@aidha.org)

Only shortlisted candidates will be notified.