

AIDHA

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to migrant domestic workers and other lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM Singapore (which became UN Women Singapore), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 6,000 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 most of our classes on Sundays (when most migrant domestic workers have their day off). Until the pandemic took hold in early 2020, we held in-person classes at our campus at United World College in Dover. At that time, Aidha typically had 400-500 students attending classes and a pool of 150-200 active volunteers conducting the classes. Aidha is now transitioning back to in-person classes after being online since 2020. A key focus for Aidha will be to ramp up the number of in-person classes we offer, which will take place at our new main campus located at Rochester Commons near Buona Vista, as well as at our satellite campus at the FAST Hub near Eunos.

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

POSITION: CAMPUS MANAGER

The Campus Manager is responsible for ensuring our classroom operations run smoothly and seamlessly.

The role of Campus Manager is one that lets you gain valuable skills in operations, interpersonal relationships, leadership, organisation and planning.

The Campus Manager is Aidha's main representative on campus, interacting with many different stakeholders, from students to volunteers, and members of the public. The role is the senior role in the COSA team, which is a small team focused on delivering the best possible experience for our students. The Campus Manager oversees the enrolment process, class scheduling, management of the physical and virtual campuses, promotion of students through the course structure, and management of the volunteer team of Aidha alumnae who assist on-campus.

The role requires working two or three Sundays a month on campus, and will generally be expected to work four days during the week. Aidha has a working-from-home policy; up to two days a week may be working-from-home days.

RESPONSIBILITIES:

Campus Operations

- Plan and manage physical and digital campus operations to ensure classes and events are conducted smoothly and efficiently to Aidha's high standards
- Promote a welcoming and supportive culture on campus that encourages students to make the most of the experience and help us create a community there
- Manage the Campus Phone which is primarily used for enrolment enquiries and class communications
- Oversee management and maintenance of student data (registrations, enrolments, attendance and course completion)
- Supervise activities of Student Affairs and Campus associates and a team of alumnae volunteers while on duty on campus.
- Recruiting, training and managing the alumnae volunteers on campus to grow and develop their leadership capabilities

- Liaise with campus facility providers on logistics requirements and issues
- Effectively manage interactions with students, volunteers and other campus visitors (employers, donors, media, etc) and provide a clear understanding of the work that Aidha does
- Liaise with IT vendor to manage IT needs in the office and on campus, including preparing and ensuring upkeep of all laptops used by staff and on campus with the support of the COSA team
- Plan and implement initiatives to consistently provide a positive campus experience for students and volunteers based on gathered feedback
- Act as the Deputy Data Protection Officer, supporting the Data Protection Officer in maintaining compliance with data protection laws, regulations, and best practices.
- Play a key role in the successful implementation of new student management system, assessing requirements, providing insights and ensuring smooth integration for improved operational efficiency

Other Responsibilities

- Undertake any other duties assigned by the CEO
- Backup person to oversee student affairs tasks, when needed

ARE YOU OUR IDEAL CAMPUS MANAGER?

Our ideal Campus Manager is that rare combination of being a good planner and organiser as well as a great people person.

They must be able to think on their feet, and react to situations in a calm and diplomatic manner and manage the ever busy campus environment. They should demonstrate a dynamic and adaptable mindset, being able to assess organisational needs so as to optimise operational workflows. They must be able to handle the physical demands of bringing campus materials between the office and the Aidha campus as well as the running around that a busy Sunday entails. As our campus resembles a mini United Nations, they must enjoy interacting and working with people from different nationalities and backgrounds. They must also have strong IT skills.

The Campus Manager needs to be able to work under pressure to deliver against deadlines associated with class schedules and campus requirements.

If you like creating a happy, positive environment where everybody learns and where volunteers want to be on Sunday, then we want you on our team!

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

- Enhance organisational skills through strategic planning and efficient scheduling of classes and events, ensuring smooth operations and maximizing resource utilization
- The opportunity to play a leading role in several key projects currently in progress that will enable our growth
- Gain valuable experience in managing and coordinating a wide range of programs and initiatives aimed at making a positive impact in the lives of beneficiaries
- Develop strong interpersonal skills by interacting and building relationships with diverse stakeholders, including vendors, donors, beneficiaries and volunteers
- Enhance leadership abilities by overseeing a team of dedicated staff and volunteers
- Continuous learning and professional growth opportunities through exposure to various aspects of non-profit management and community engagement
- A deep sense of fulfilment from experiencing the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!

Interested candidates are invited to submit a comprehensive resume, stating current and expected salary to careers@aidha.org . We regret that only shortlisted candidates will be notified.