

### **About Centre for Fathering:**

Centre for Fathering (CFF) is a non-profit organization founded in 2000 to promote active and involved Fathering and address issues caused by fatherlessness in Singapore. The organization aims to turn the hearts of fathers and children towards each other by inspiring fathers to be better role models and strengthen families. We equip men to be the fathers their children need.

CFF runs the Dads for Life and Mums for Life movements and the National Initiatives includes, but not limited to: Back To School With Dad, Celebrating Fathers, Eat with your Family Day, Great Companies for Dads Awards and Mum's Day Out.

<https://fathers.com.sg/visionmission/>

### **What we offer you:**

- Opportunity to work in a family-centric cultured environment.
- Hybrid work model arrangement

### **Position & Reports To**

Volunteer Engagement Manager

Reports to Group Head, Engagement and Programmes

### **Job Overview**

Reporting to Group Head, Engagement and Programmes , this position will support the overall volunteer management of the organisation.

### **Responsibilities and Duties**

#### 1) Client / Volunteer / Stakeholders' Relationship Management Administration

- Overall responsible for the growth and effectiveness of the (DFL and MFL) volunteer pool in CFF;
- Develop volunteer management strategies and establish a structured framework from resourcing, recruitment engagement, development to retention
- Identify new volunteers and develop engagement strategies to build a strong pool of volunteers to support CFF's work in the following areas:
  - Training – conducting of CFF workshops
  - Journeying Together – community groups to support dads and mums in their parenthood journey
  - Projects and events – groups of volunteers who help to plan and execute small projects/events to create awareness
  - Fundraising – to advocate and plan for fundraising initiatives

CFF-Volunteer Manager (Engagement)

- Plan and coordinate the recruitment of volunteers for the various programmes and events;
- Coordinate the volunteer trainers and the roster for training conducted in the Singapore Prison Services;
- Maintain CFF VMS database;
- Maintain Volunteer database, inclusive of administration of volunteer sign-ups, reminders, attendance and feedback surveys;
- Support the innovation of work processes, including digitalization of data collection;
- Prepare and maintain currency of CRM and/or Volunteer Management data reports;
- Manage volunteer training roster to support training demands;
- Engagement of volunteer support for CFF events and ad-hoc volunteer opportunities;
- Organize quarterly onboarding briefing for new volunteers;
- Process monthly trainer honorarium claims;
- Track individual volunteer hours;
- Organize volunteer appreciation events to appreciate our volunteers;
- manage volunteer engagement opportunities and volunteer briefing of event and roles and assignment;
- Weekend engagements are expected at times;
- Any other duties assigned by the Management.

### **Qualifications and experiences**

- Minimum Diploma holder in Social Science / Social Work or equivalent;
- Experience with Volunteer and/or Client Relationship management systems, where applicable
- Good administrative skills with positive attitude.
- High attention to detail and consistent commitment to accuracy
- Familiarity with Microsoft Office tools such as Word, Excel, PowerPoint and Teams
- Willingness to learn new skills and systems and collaborate in other areas as needed.
- Team-player and able to work in a timely professional manner in a family-centric work environment.
- Social media savviness a plus

