

Volunteer Management Executive (Temporary)

Maternity Cover Role | 7-Month Fixed-Term Contract | Oct 2026 – Apr 2027

Contract type	Fixed-term, 7 months (October 2026 – April 2027), with the possibility of extension depending on cover needs
Reports to	Senior Manager, Programmes (Alvina)
Work arrangement	Hybrid Family-centric work environment
Department	Programmes — Volunteer Management
Cover for	Volunteer Management Executive (permanent role, on maternity leave)

About Centre for Fathering

Centre for Fathering (CFF) is a Singapore-registered charity and IPC founded in 2000. Our mission is to turn the hearts of fathers and children towards each other by inspiring fathers to be better role models and strengthen families. CFF runs the Dads for Life and Mums for Life movements and leads national initiatives including Back to School With Dad, Celebrating Fathers, Eat with Your Family Day, and the Great Companies for Dads Awards.

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

Role overview

This is a 7-month fixed-term position covering the maternity leave of CFF's Volunteer Management Executive. This temporary role will cover the administrative and logistical core of CFF's volunteer management function, ensuring that programmes continue to run smoothly and that volunteers are well supported in a practical sense throughout the cover period.

Relational functions — including direct trainer relationships, recruitment conversations, huddle planning, and volunteer recognition — remain with permanent CFF staff. The temporary staff works closely with the CFF Engagement Team and reports directly to the Senior Manager, Programmes.

What you will own

The following areas are the primary responsibility of this role for the duration of the contract.

1. Volunteer records and data management

- Maintain and update the volunteer records, ensuring records are accurate and current after each programme or event.
- Track individual volunteer attendance, hours, and active status.
- Support innovation and digitisation of volunteer-related processes as directed.

2. Scheduling and rostering

- Coordinate volunteer scheduling and rostering for all programme sessions, checking availability and confirming rosters at least two weeks before each session.
- Liaise with CFF staff Alan and Alsen on session-specific logistics where needed.
- Manage training rosters

3. Volunteer onboarding administration

- Monitor the volunteer interest form and manage the onboarding pipeline.
- Coordinate orientation logistics: schedule and set up orientation meetings, prepare materials, and track onboarding progress for new trainers.
- Administer volunteer sign-ups, reminders, and post-orientation follow-up communications.
- Match volunteers to appropriate roles based on skills and availability, in coordination with the recruitment cluster.
- Organise quarterly onboarding briefings for new volunteers.

4. Volunteer communications

- Send scheduling reminders, logistics updates, and programme notices to volunteers using CFF-approved templates.
- Administer feedback surveys and collate responses for review by the Senior Manager.
- Support orientation welcome, follow-up emails and role assignment communications as directed by the recruitment cluster (Gladys, Wendy, and Jing).

5. Monthly volunteer data report

- Compile and submit the monthly volunteer data report to the Senior Manager in the first week of each month.
- Report to include: active volunteer numbers, volunteer hours data, onboarding pipeline status, and any issues flagged during the month.

6. Trainer Report Form (TRF) tracking

- Follow up with trainers to ensure completed Trainer Report Forms are submitted within one week of each programme.
- Maintain a TRF tracker and flag any outstanding submissions to the Senior Manager.

7. Event and programme logistics support

- Coordinate practical logistics for volunteer-related events and recognition activities as directed by the volunteer care cluster (Juliana): venue bookings, materials, and communications.
- Support trainer huddle logistics as directed by the planning cluster (Alvina and Jaslyn).

8. Compliance and administration

- Ensure volunteer sign-up and onboarding documentation is complete and accurately filed.
- Conduct background checks where required and in line with CFF policy.

- Flag any PDPA or data compliance concerns to the Senior Manager immediately.
- Adhere to CFF's organisational policies, safeguarding protocols, and legal requirements at all times.

What we are looking for

Essential

- Diploma in Social Science, Social Work, Communications, or a related field.
- At least 2 years of experience in volunteer coordination, programme administration, or a comparable role.
- Strong administrative and organisational skills, with high attention to detail and the ability to manage multiple tasks simultaneously.
- Experience with volunteer management systems, CRM databases, or equivalent tools.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Teams).
- Clear, professional written communication.
- Able to work comfortably within a defined scope and escalate decisions appropriately.
- Team player; comfortable operating in a lean, mission-driven environment.

Preferred

- Experience in a non-profit, social service, or IPC organisation.
- Familiarity with Singapore's volunteer and community sector.
- Social media savvy and open to learning new tools and systems.
- Experience coordinating with multiple stakeholders across a small team.

How to apply

To apply, please send your CV and a brief cover note explaining your interest and relevant experience to hr@fathers.com.sg. Applications will be reviewed on a rolling basis. We are looking to have someone in post by October 2026.