

Position & Reports To

Executive, Volunteer Resource & Governance

Reports to Group Head, Volunteer Resource & Governance

What we offer you:

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

Job Overview

Reporting to Group Head, Volunteer Resource & Governance, this position will provide administrative support services for CFF Governance functioning, inclusive of Board and Members' meetings and all related administration and matters when assigned.

In addition, this position will also provide supports for risk management, internal controls, compliance work, grants administration and administrative support services for the smooth operations of Client Relationship Management, Volunteer Management, as appropriate.

Responsibilities and Duties

- 1) Assist and work on the Board of Directors (BODs) related administration and matters when assigned, such as BODs and Members' meetings, including the convening and recording of each session.
- 2) Assist in tracking standards and criteria for all service operations in accordance with the directives of the BODs and various government agencies
- 3) Provide support for risk management, internal controls, and compliance work, including monitoring of grant and funding obligations
- 4) Collate the various reports in accordance with the requirements and to provide proper documentation of all reports, manuals, and policies, including following up with required signatories by CFF BODs and Members.
- 5) Assist to ensure proper, systematic, timely filling of records and documents, and reports generation.
- 6) Support work to engage and garner support from external organizations under the Volunteer and Governance purview
- 7) Maintains the CFF CRM (Client Relationship Management) and Volunteer Management System (VMS)

- 8) Provides support administration services for ad hoc projects (ie. Great Companies for Dads Awards and other CFF events), where required.
- 9) Assist in other ad hoc assignments as assigned by Reporting Officer or Head, Corp Services;
- 10) Weekend engagements are expected at times;

Qualifications and experiences

- Diploma holder in Business Administration / Marketing / Social Science / Social Work / or equivalent;
- Good communications skills, with confidence to communicate with Senior Management level stakeholders a plus
- 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 , competent level a plus
- 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.
- Experience with Board, Volunteer and/or Client Relationship management systems, where applicable, a plus
- Social media savviness a plus

Remuneration

Remuneration will commensurate with qualification and experience, in alignment with the NCSS Salary Guidelines

Submission and Closing Date

Please submit your CV to hr@fathers.com.sg by 17th May 2024.