

RECRUITMENT NOTICE

Position: Manager (or Executive), Programmes & Operations
Reports to: Executive Director, KIN
Updated: 27 October 2021

SUMMARY

The Koinonia Inclusion Network (KIN) is a Christian parachurch organisation that seeks to enable Christian communities by including people with disabilities. It does so through (1) training and consulting with churches, (2) developing resources to support churches, and (3) promoting disability missions.

KIN is looking to appoint a Manager or Executive, Programmes & Operations onto its growing staff team. **The MPO will provide administrative oversight on its programmes, finances, human resources, and other operational matters.**

Commitment Term: Full-time or part-time role for an initial 2-year period, renewal subject to good performance

Start Date: As soon as possible

KEY RESULT AREAS

1. Quality Programmes

To oversee the development and implementation of KIN's suite of regular programmes, e.g. the Certificate of Christian Disability Ministry, Deaf ministry programme.

2. Excellent Stewardship

- To partner with the Executive Director and the Treasurer to ensure excellent stewardship and management of financial resources and other resources;
- To manage the finances transactions of KIN with customers and client organisations;
- To support the Executive Director and the Management Committee in their fundraising efforts and donor management.

3. Outstanding Human Resources

To partner with the Executive Director and the Head of the Human Resources Subcommittee to ensure (i) recruitment and development of staff members, (ii) competitive remuneration and benefits for staff members, and (ii) a disability-inclusive workplace.

4. **Effective Operations**

To partner with the Executive Director on other operational matters, including marketing and communications, the organisation of public events, data management and other administrative tasks.

POSITION REQUIREMENTS

People with special needs are strongly encouraged to apply.

The role requires the applicant to have the following:

1. Have a strong passion for missions, and the inclusion of people with special needs in churches.
2. Be a member of good standing in a local Protestant church (this is necessary in light of the explicitly Christian nature of KIN's work).
3. Be a team player and willing to take the initiative, rather than just taking instructions.
4. Have the willingness to learn and do work that is outside of one's previous experience and comfort zone.
5. Be comfortable with apps and social media, such as Zoom, Microsoft Powerpoint, Microsoft Word, Canva, Facebook, Instagram.
6. Be willing and able to work on weekday nights and weekends (this is necessary in light of the Church-focused nature of KIN's work). Off-in-lieu will be given for such work.
7. Be willing and able to work from home (e.g. take meetings without substantial distractions).

The following are 'good-to-have' characteristics, but not required:

1. Theological training.
2. Work/volunteer experience in a Christian setting.
3. Work/volunteer experience with persons with special needs.
4. Willingness to serve in a front-line role and to interact with churches through training and consultancy.

OTHER INFORMATION

1. The title of the position (e.g. Manager, Executive) is open for negotiation in light of the qualifications of the applicant.
2. Remuneration for the position is benchmarked against the National Council of Social Service's "Salary Guidelines for Social Service Sector", and is open for negotiation in light of the qualifications of the applicant.

Interested applicants should write to Pastor Leow Wen Pin (President, KIN) at leowwenpin@kin.org.sg, appending their Curriculum Vitae.