



**Senior Executive / Assistant Manager  
Partnerships and Volunteer Management**

Reporting to the Head of Partnerships and Volunteer Management [PVM], the Senior Executive / Assistant Manager will support the Head of PVM to implement effective strategies utilising SAAC Volunteer Management Framework to recruit, orientate, deploy, retain and manage volunteers for the organisation and its services, through the following:

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**Job Description**

**Duties / Responsibilities:**

Recruitment

- Manage volunteer enquiries and applications from individuals, corporate, school and community groups.
- Work with various community partners such as SG Cares Volunteer Centres, South East CDC, Tertiary Institutions, Special Interest Groups to recruit and mobilise volunteers.
- Help to identify volunteers' area of interest, Job Scope, Skills & Attribution, availability, duration, Training / Support that they need.
- Be clear of volunteer requirements / segments (students, expats, homemakers, professionals, skilled, generic, individual / group, direct / indirect) and to know where to focus and be precise and targeted in recruitment efforts

Orientation

- Ensuring all new volunteers avail themselves to our volunteer training videos and volunteer handbook
- Screening and helping volunteers to discern where / how they would like to serve.
- Ensure governance in the onboarding of volunteers (Declaration forms – child protection, clearance with SG Enable / MSF, Non-Disclosure / Confidentiality, Media consent, etc.)
- Managing ongoing training to further equip regular volunteers – including securing the input of subject matter experts in producing relevant training resources eg training videos.

Volunteer Database

- Data capture and managing volunteer database - Matching, Selection, Scheduling, Attendance record and Feedback collection with Master Volunteer data on Google Sheet / VMS that will eventually be transferred to proper VMS CRM when available
- Develop resources and contribute ideas to the conceptualising of the Volunteer Management System (VMS).

Deployment

- Work closely with HODs or Representatives of SAAH, SAAS, DAC SK and DAC SL to manage volunteer deployment and ground operations.
- Troubleshoot and attend to volunteers on-site
- Manage relations [internal and external], have open communications and maintain good rapport for sustained interest and support of SAAC's volunteer opportunities and programmes.

Any Other Business

- Administrative duties e.g. Prepare / Monitor associated budget and expenditure among others
- Support and render assistance to the Development Team as needed.
- While this role is primarily about bringing in suitable volunteers to support our frontline staff in befriending and caring for our beneficiaries, there is also a fair degree of advocacy and public education / community engagement necessary in fostering a more autism-friendly environment.

**Requirements:**

- Possess a Degree in any discipline with at least 2 - 5 years of relevant experiences
- Preferably with experience in volunteer and event management





## ST. ANDREW'S AUTISM CENTRE

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- Effective communications skills (both verbal and written). [Experience in marketing communications and the use of social media is an added advantage.]
- Resourceful, self-motivated with problem solving and analytical skills
- Good organisational skills, careful attention to details and result-oriented
- Adept at working with data and familiar with VMS-DMS-CRM systems.
- Team player and evangelist with strong inter-personal skills who can rally and mobilise people around a central mission.
- A passion to serve in special needs sector, and being resilient with a start-up mentality

*Apart from a competitive pay package (relative to the social sector), the successful candidate can look forward to working closely with a team of mission-minded, passionate and forward-looking colleagues in the Development team to constantly advance SAAC's mission.*

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: [careers@saac.org.sg](mailto:careers@saac.org.sg).

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.

Services of St. Andrew's Mission Hospital  
and Singapore Anglican Community Services

- Medical Services
- Senior Services
- Psychiatric Services
- Autism Services
- Family and Children Services



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