



St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students, clients and residents; to provide behavioural support, life skills training, family support and public education.

SENIOR EXECUTIVE / ASSISTANT MANAGER PARTNERSHIPS AND VOLUNTEER MANAGEMENT ST. ANDREW'S AUTISM CENTRE

At the heart of volunteering in SAAC is getting to know a person who is wired differently from the rest of us. It's forging authentic friendships, learning to accept and embrace our students, clients and residents with moderate-severe autism as they are. It's about partnerships that enable such persons to lead dignified and meaningful lives.

At SAAC, we serve persons with autism and their families through quality education, training and care, distinguished by Christian love and compassion. Your role will be to facilitate and enable volunteers from all walks and stations of life to befriend and journey with our beneficiaries and to see life through their eyes and to cultivate partners with an affinity for our cause.

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 and 5-year Strategic Plan to recruit, orientate, deploy, retain and manage volunteers and partners for the organisation and its services, giving them a share in our mission.

JOB DESCRIPTION

Duties / Responsibilities:

Recruitment

- Work with Corp Comms team to produce relevant communications to make the call to volunteer. Manage volunteer enquiries and applications from individuals, corporate, school and community groups.
- Work with various community partners such as SG Cares Volunteer Centres, Tertiary Institutions, Special Interest Groups as well as Corporates to recruit and mobilise volunteers.
- 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 our 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 to better support our teachers, coaches and care staff.

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

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.
- Support and render assistance to the Development Team as needed e.g. volunteer management at major events and roadshows.
- 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 active advocacy and public education / community engagement necessary in fostering a more autism-friendly environment.

JOB SPECIFICATIONS

- Possess a Degree in any discipline with at least 2 - 5 years of relevant experiences
- An arranger, preferably with experience in volunteer management and event planning / organising
- Good conversationalist with strong writing skills. [Experience in marketing communications and the use of social media is an added advantage.]
- Resourceful, strong sense of responsibility with analytical and problem-solving skills
- Disciplined, careful attention to details and result-oriented
- Adept at working with data. Experience in Salesforce VMS is an advantage
- Team player and evangelist with positive outlook and strong inter-personal skills who can rally and mobilise people around a central mission.

Depending on your qualifications, skills set, experience and maturity, the successful candidate can expect a competitive pay package (relative to the social sector) commensurate with the position, and 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.

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

