

The Tsao Foundation strives to help older persons realise opportunities in longevity by being a catalyst for constructive systemic and mindset change. This mission is undertaken through four synergistic core initiatives:

- **Community for Successful Ageing (ComSA)** takes a community-wide approach to forge an integrated system of comprehensive programmes and services with the aim to promote health and wellbeing over the life course, and to enable ageing in place.
- **Hua Mei Centre for Successful Ageing** which enables ageing-in-place by pioneering replicable, community-based, integrated health and psychosocial age care service models grounded in person-centred principles
- **Hua Mei Training Academy**, dedicated to capacity building in professional community-based age care, informal and family caregiving, as well as personal development and community action in successful ageing through providing practitioner-driven training, education and consultancy services
- **International Longevity Centre Singapore** which supports policy, practice, advocacy and community development through initiating high impact research and collaborative platforms in population ageing issues and related action

Established in 1993, the Tsao Foundation is a Singapore-registered charity with IPCs (Institutions of a Public Character) and engaged in the global response to longevity.

ComSA, a programme that takes a person-centred, preventive, life course and public health approach to planning for a community, where there is an integrated continuum of health and social services for an age-friendly community. Tsao Foundation aims to make ComSA a replicable model of successful ageing where people can reap the dividends of longevity.

The Learning Room is the preventive health education programme at ComSA Whampoa Centre that provides a suite of health and wellness courses for mature adults to achieve mastery in self-care and for ageing successful in the community.

You are invited to be part of the team at ComSA Whampoa Centre to engage the community in the promotion of active and healthy ageing.

Manager, Learning Room (2-year contract)

Reporting to the Director ComSA, you are responsible for leading and managing the development, delivery and evaluation of the Learning Room suite of training courses and coaching services for successful ageing. You are also responsible for the smooth running of the Learning Room programme through effective management of manpower, logistics and coordination with trainers, developers and other stakeholders.

Main Responsibilities

- Drive the design, development, and delivery of the suite of training courses of the Learning Room Programme;
- Provide leadership to the managers and their teams, and develop them through staff engagement, providing learning and coaching;
- Oversee the operational aspects of Learning Room, including maintaining all relevant programme records and files;
- Responsible for monitoring, evaluating and improving course development and delivery standards;
- Identify, track and report key milestones, KPIs and evaluation of the Learning Room programme;
- Handle recruitment and management of trainers/coaches;
- Ensure timely updates and reports on performance of the Learning Room Programme;
- Responsible for all public relations and promotional activities;
- Evaluate Marketing effectiveness in terms of outreach programs for Learning Room programmes;
- To establish relationship with relevant stakeholders to drive the Learning Room initiative;
- Undertake any tasks as assigned by the Director;

Requirements:

This is a 2-year contract position, subject to renewal.

Qualifications

- Bachelor's Degree in any discipline but additional qualifications in Education or Training would be an added advantage

Experience

- At least 5 years' of programme management experience or relevant work experience in education or training related industry
- Experience in training, preferably in curriculum development. Past experience with facilitating learning among seniors will be preferred
- Experience in marketing, drafting proposals and prepare analysis reports

Other Skills

- Able to lead a team effectively in meeting the programme goals
- A team player who can interact with different levels of people and across different functions
- Proactive, analytically strong and able to multi-task
- Meticulous, resourceful and result oriented
- Able to communicate and articulate well in English and Mandarin and understand simple dialects
- Willingness to work beyond contractual hours when needed

Interested applicants, please email your resume, current and expected salaries to: hr@tsaofoundation.org

We regret that only shortlisted candidates will be notified.