

## **POSITION OF SENIOR PROGRAMME MANAGER – LGBT+ AND DISABILITY**

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. Recognised as a thought leader in responsible and inclusive business in Asia, we are looking for a Senior Programme Manager, LGBT+ and Disability, to support Community Business in maintaining our position as a thought leader on Diversity & Inclusion in Asia and in particular to support and drive our LGBT+ and disability campaigns. This is a role ideally suited for a professional who is self-motivated and passionate about impacting positive change.

### **Key Responsibilities**

This is a full time role based in Hong Kong and reporting to Director, Strategy and Marketing. The Senior Programme Manager, LGBT+ & Disability is responsible for the activities relating to Community Business' LGBT+ and disability campaigns, with the key objective of harnessing the power of business to drive social change. This role includes, but is not limited to the following responsibilities:-

#### **Responsible and Inclusive Business**

- Maintaining Community Business' position as the leading not-for-profit organisation focusing on responsible and inclusive business in Asia and maintaining our position as a thought leader on diversity and inclusion, including:
  - Articulating Community Business' brand offering, including our five mission-led themes.
  - Championing Community Business externally and internally.
  - Contributing ideas and insights to support the continued growth of Community Business.
  - Contributing to Community Business' fundraising efforts to ensure ongoing sustainability of the organization.

#### **LGBT+ and Disability Campaigns**

- Take the lead in developing the strategy for Community Business' LGBT+ Campaign and Disability Campaign, including - but not limited to:
  - Reviewing the campaign objectives and developing a programme of activities.
  - Building relationships with key LGBT+/disability stakeholders – including partner organisations locally, regionally and globally as well as the LGBT+/disabled community.
  - Engaging with companies to encourage them to get involved and sponsor and support our LGBT+/disability work.
  - Working with Marketing & Communications team to define messaging and promote key aspects of the LGBT+/Disability campaign.
  - Reporting on progress and impact and managing the budget.
- Be responsible for project managing from end to end key elements of the campaigns, which currently include:
  - LGBT+ Campaign:
    - 2018 Hong Kong LGBT+ Inclusion Awards (July 2018 – May 2018)
    - 2018 Hong Kong LGBT+ Gala Dinner (17 May 2018)
    - 2019 Hong Kong LGBT+ Inclusion Index (June 2018 – May 2019)
  - Disability Campaign:
    - Fair Opportunity Inclusive Recruitment Programme in partnership with CareER.
    - Celebration of International Day of Persons with Disabilities.
    - Demystifying Disability Webinar Series.

- Build knowledge and credibility as a content expert on LGBT+/disability issues in Asia in order to:
  - Represent Community Business externally on these topics, including at third party events and in the media.
  - Provide training and consultancy on these topics in Asia to companies.
  - Contribute to research and opinion pieces on these topics in Asia.

### **Selection Criteria**

Candidates should possess the following qualities, skills, experience and qualifications:-

#### Personal Qualities:

- Passion for the subject of Diversity & Inclusion with a particular interest in issues relating to LGBT+ inclusion and removing barriers for people with disabilities.
- Personal pride in work and strong sense of integrity.
- Highly committed to professionalism and quality.
- Self-motivated and self-disciplined.
- Able to see the big picture and also work at a detailed level.
- Resourceful approach and “can-do” attitude.
- Emotional resilience and determination to succeed.

#### Key Skills:

- Strategic thinking with the ability to analyse, interpret and distill information and data in line with the mission and values of the organization.
- Pragmatic and process oriented with the drive to turn ideas and concepts into action.
- Excellent organisational, project and event management skills, with the ability to multi-task and balance multiple projects and different priorities concurrently.
- Strong communication skills, including confidence to represent and champion subject matter internally and externally. Facilitation and writing skills an advantage.
- Good networking and interpersonal skills, with the ability to build relationships and credibility at all levels and both internally and externally.

#### Proven Experience:

- Leadership, team management and people development.
- Experienced in managing key stakeholders including senior business leaders.
- Experience of working in the corporate world an advantage.

#### Professional Qualifications:

- Degree holder or equivalent.
- Strong English language skills - both oral, written and presentation, and fluency in Cantonese and Mandarin, with ability to read / write Chinese.
- A high degree of proficiency in Outlook, Word, Excel and PowerPoint.

### **Salary**

Salary will be commensurate with the relevant experience of the successful candidate.

### **Dates**

Deadline for application: By **Wednesday, 12<sup>th</sup> July, 2017**

Starting date: As soon as possible

## **Application Procedures**

Please send your curriculum vitae (resume) together with a cover letter explaining the extent to which you meet the selection criteria. Applications that do not include a relevant cover letter will **NOT** be considered. Please also indicate your present and expected salary and date of availability.

Please send your application to Miss Charissa HO, Senior Manager, Operations at [charissa.ho@communitybusiness.org](mailto:charissa.ho@communitybusiness.org) with "Application for Senior Programme Manager, LGBT+ & Disability" on the subject line. Please note that posted letters will **NOT** be considered. Due to limited resources, Community Business will only contact short listed candidates.

Short listed candidates will be contacted by Community Business for interviews which will be held in Hong Kong. Personal data collected will be used for recruitment purpose only.

## **About Community Business**

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. A recognised leader in advancing responsible and inclusive business practices in Asia, Community Business facilitates networks, conducts research and events, leads programmes and campaigns and provides training and consultancy. Our focus on responsible business is aligned to 5 mission-led themes:

- Building responsible leadership
- Investing in local communities
- Tackling workplace inequality
- Ensuring employee wellbeing
- Promoting social inclusion

Founded in 2003 and based in Hong Kong with a presence in India and the United Kingdom, Community Business works with companies of all sizes and from diverse industries across Asia, harnessing the power of business to drive social change.

For more information, please visit <http://www.communitybusiness.org>.

At Community Business we embrace diversity and are an equal opportunity employer. We provide an open, supportive, and inclusive workplace culture where every employee can be themselves and realise their potential.