

Project Coordinator - iACT (full time, contract basis)

Mind HK is a fast-paced, quick-growing mental health charity, with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 25,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is currently looking for a highly motivated individual to act as Project Coordinator for our Improving Access to Community Therapies (iACT) programme, which will train practitioners to offer low-cost, evidence-based mental health treatments to people in Hong Kong. The role will manage and support the organisational aspects of the iACT programme development and implementation, and reports to the Assistant Programme Manager - iACT.

Job Responsibilities:

- Plan, establish and manage the operations, partnerships and administration for the iACT programme including legal and technology aspects, such as vendor/ partnership/ stakeholder agreements, payments and programme logistics.
- Liaise with the iACT clinical advisory and project management teams to develop and implement the programme in line with agreed timelines.
- Coordinate marketing, in conjunction with Communications team, and recruitment of pilot training and delivery.
- Attend and support events outside of office hours as needed, with Time Off in Lieu (TOIL) available upon approval from your line manager.
- Responsible for the outreach work in securing host organisations (secondary schools, universities, clinics, and other community sites) before developing and finalising the arrangements for the placement of wellbeing practitioners at host organisations.
- Managing relationships with local and international stakeholders.
- Any other ad hoc and administrative duties assigned by the organisation.

We are looking for someone who has/is:

- A minimum of 2 years work experience for Project Coordinator, preferably with a background in mental health or previous experience in a front-line service
- An understanding of mental health treatment and services for people in Hong Kong
- Experience in projects with training and placement elements is preferred e.g. course coordination role
- Excellent written and spoken communication skills, comfortable with public speaking and delivering external presentations
- Excellent organisational skills and problem solving skills
- Bilingual (Must be native Cantonese speaker/writer with strong proficiency in English)

Terms:

Full Time (5 days per week); two years contract, renewal subject to review at contract end.

Mind Mental Health Hong Kong Limited, HK registered Charity no. 91/16471

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Salary and Benefits:

The starting salary for Coordinator is between 20,004HKD - 24,455HKD depending on the level of experience and competencies (according to our internal point system). Annual increment is based on our salary structure.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (FT staff). In addition, employees receive up to 22 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions. Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

Application:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.