



## **JUNIOR PROGRAMME MANAGER**

The Singapore Shooting Association (“SSA”) is seeking a Junior Programme Manager to oversee all Junior Programmes under SSA. The appointed person will be responsible for the following:

- Assist the General Manager in all junior program matters.
- Plan, organize, promote, deliver and review a varied range of Learn-To-Shoot activities including but not limited to on-going junior shooting programs, out-reach programs and emerging shooting disciplines.
- Work with relevant organizations or stakeholders.
- Monitor and assess progress of development.
- Produce promotional materials and displays. Manage social media outreach efforts.
- Plan and manage budgets and carry out budgetary requirements.
- Keep statistical and financial records.
- Perform market research.
- Write reports and press releases.
- Undertake administrative tasks.

### **QUALIFICATIONS**

- Managerial or supervisory experience essential.
- Preferably GCE “A” Levels/Diploma or equivalent and must have at least 3 years experience in sport-related matters.
- Experienced in activity/program management essential, preferably in defining/preparing/implementing/reviewing sport programs.



- Preferably an NROC Registered Shooting Coach, possesses a valid ISSF License and Values & Principles in Sports accreditation
- Passionate in promoting the sport of shooting.
- Team player and able to work independently and responsibly.
- Good with oral/written communications in English.
- Knowledgeable in shooting and general sport safety would be an added advantage.
- Strong leadership skills and excellent interpersonal and organizational skills

If you fit the bill and are passionate about shooting, we invite you to join us.

You should forward a detailed CV with a recent photograph, stating your current and expected salaries, your academic qualifications and working experience to [hpm@singaporeshooting.org](mailto:hpm@singaporeshooting.org) by **April 30, 2019**. **We regret that only shortlisted candidates will be notified.**