

Leadership Programme Co-Chair

Your Contribution to PrimeTime's Vision

As the Leadership Programme Co-chair at PrimeTime, your mission is to empower women in realising their leadership aspirations. You will achieve this by enhancing self-awareness and facilitating the implementation of newfound knowledge and skills in their daily lives. In this role, you will be responsible for developing and leading the Leadership Programme, as well as recruiting and managing a team of volunteer coaches and facilitators.

Your Main Responsibilities

- **Programme Development:** Create a comprehensive Leadership Programme that offers structured workshops, actionable tools, and expert guidance to help participants define their personal development plans. Ensure that the programme addresses self-awareness, executive presence, strategic thinking, and communication skills.
- **Participant Engagement:** Lead programme participants through their leadership journey, providing guidance, support, and mentorship. Foster a collaborative and supportive community where participants can share, learn, and achieve together.
- **Coach Recruitment:** Identify, recruit, and onboard skilled volunteer coaches and workshop facilitators who align with the programme's objectives and values.
- **Goal-Oriented Approach:** Assist participants in defining their personal development plans, enhancing their self-awareness, and leveraging their strengths and purpose as leaders.

- **Programme Delivery:** Oversee the delivery of workshops and coaching sessions by the coaching team. Ensure that participants receive valuable insights, tools, and strategies to apply in their daily leadership roles.
- **Resource Integration:** Incorporate relevant leadership resources, methodologies, and best practices into the programme to enhance its effectiveness.
- **Community Building:** Nurture a strong and collaborative community of programme participants. Facilitate networking, knowledge sharing, and peer support among participants.
- **Continuous Improvement:** Collect feedback from programme participants to continuously enhance the Leadership Programme's content and delivery.
- **Certified Coaching:** Uphold PrimeTime's coaching standards by ensuring that the programme is delivered by certified coaches.
- **Impact Assessment:** Measure and evaluate the programme's impact on participants' leadership skills, self-awareness, and career growth.
- **Collaborative Outreach:** Collaborate with PrimeTime's leadership and marketing teams to promote the Leadership Programme within the PrimeTime community and beyond.

We Want to Hear From You If You...

- Are passionate about supporting women in achieving their leadership aspirations.
- Have experience in leadership development, coaching, or mentoring.
- Possess exceptional interpersonal and communication skills to build a supportive and collaborative programme environment.
- Understand leadership development methodologies and can tailor them to meet participants' unique needs.

- Are committed to the ongoing improvement and excellence in coaching programme delivery.
- Value the importance of certified coaching and uphold PrimeTime's coaching standards.
- Excel in identifying and recruiting talented volunteer coaches and facilitators.

Time Requirement: Approximately 14h/month (flexible)

- Programme management and back office work: 5h
- Team meetings: 1h call and/or 1h f2f meeting
- Engagement with Coaches/ workshop facilitators: 2h
- Communications, Marketing, Social Media: 2h
- Events/programme sessions: 4h

For further details, kindly reach out to the Volunteer Coordinator at: volunteer@primetime.org.sg