

## Programmes Director

### Your contribution to PrimeTime's vision

As Programmes Director, you will play a vital role in leading and overseeing our Programmes strategy, primarily focusing on the delivery of Mentoring and Coaching Programmes. Your primary responsibility is to develop and implement programmes that support the career and personal development goals of professional women. You will work closely with the board members, volunteers, and other stakeholders to create impactful and engaging initiatives.

### Your Main Responsibilities

- **Strategic Leadership:** Develop and execute a comprehensive programs strategy that addresses the career and personal development needs of professional women in the organisation
- **Outreach:** Responsible together with the cochair for Outreach for planning, organising and executing several outreach events per year for the members.
- **Team Management and Collaboration:** Lead and manage the Programmes team, the structure of which you will determine. Providing guidance, support, and mentorship to team members
- **Stakeholder Engagement:** Engage with PrimeTime members, sponsors, partners, and other stakeholders to understand their needs and gather feedback to improve programme offerings
- **Act as a representative of PrimeTime's Programmes team** in relevant industry events, conferences, and networking opportunities
- **Programmes Evaluation and Reporting:** Develop evaluation mechanisms and metrics to assess the impact and effectiveness of programmes, reporting to the Board and key stakeholders as appropriate.
- **Budget Management:** Collaborate with the Finance team to develop and manage the Programmes budget, ensuring effective utilisation of resources
- **Recruit, lead, and manage a team of programme co-chairs**, as appropriate, providing adequate training and onboarding support
- **Attend the monthly Board meetings, 2nd Thursday events, Coffee Connections**, and support as many other SIG events as possible to stay on the pulse of the PrimeTime community
- **Assist with succession planning for this role.** If you are unable to complete the board term, you are responsible for identifying and grooming a successor for this role

### We want to hear from you if you ...

- Are a strong advocate for women empowerment
- Have proven experience in programme management, preferably in a non-profit or professional development context
- Have strong leadership skills with the ability to motivate and inspire a team.
- Have excellent communication and interpersonal skills, with the ability to engage with diverse stakeholders.
- Are a strategic thinker with problem-solving abilities to drive programme innovation and achieve desired outcomes
- Have organisational and project management skills, with attention to detail and the ability to prioritise tasks effectively
- Have knowledge of professional development trends, leadership practices, and mentoring/coaching frameworks

### Time requirement: ~40h/month

## **Programmes Director**

The above number is an approximation and includes; attendance and execution of key events such as 2nd Thursday, Coffee Connection, SIG, Board and Team meetings.

**For further details, kindly reach out to the Secretary at: [secretary@primetime.org.sg](mailto:secretary@primetime.org.sg)**