



## JOB TITLE: Youth Vocational Skills & Entrepreneurship Program Lead

Reports to: Head of Transformational Enterprise

Classification: Full Time

Dignity is searching for a passionate program developer to build and pioneer Dignity's Shop School concept together with us. *We envision skills development to bring together the head, the hearts and the hand...to develop the whole youth.*

- *Bringing together practical skills education*
- *Projects*
- *Combined with the Transformational enterprises*

Dignity is at the forefront of hands-on youth education that combines vocational skills training, with character development and entrepreneurship skills for urban poor youth. Our aim is to rekindle our youths' excitement and curiosity for learning through exploring different trades, while honing their soft skills and character to be employable upon graduation.

We believe that skills development and entrepreneurship training is the way to do this. Our approach is project-based, and aims to cultivate problem solving, design thinking and customer-centric focus. Several of the skills classes are integrated into Dignity's Social Enterprises and projects are connected to business operations for real-life learning opportunities which is central to relevant learning.

This individual will strategically lead, continuously develop and manage Dignity's Skills Training and Education Program (STEP) to deliver short vocational courses to 200 secondary youth aged 16-18 years old, each year.

The role involves cooperatively and creatively working with a growing team of skills trainers, other educators, and external stakeholders.

### **Job description**

This is a managerial role which involves program design and development and includes but is not limited to:

- (i) Vocational Skills Training
- (ii) Entrepreneurship Training
- (iii) Stakeholder management with corporates



## Key Responsibilities:

### Program and People Management

- Provide leadership and direction to the staff involved in the delivery of STEP
- Develop, monitor and evaluate work, performance and staff development plans
- Coordinate regular team meetings, de-briefing sessions and professional development events and activities.
- Foster a positive and strong team approach, ensure high quality team outputs and ensure a supportive and collaborative team environment
- Train and support STEP Trainers to deliver high quality training and projects that are consistent with Dignity's project-based, hands-on approach.
- Engage with STEP trainers and industry specific partners to assist with curriculum design, update and review
- Work closely with Dignity's Secondary Education department to ensure the STEP program is aligned with the education program in terms of outcomes and approach.
- Work with the Marketing & Communications Team to identify opportunities for partnerships/collaborations and maintain a network of external partners that can supplement the STEP program or provide internships to students
- Ensure all external partner relationships have a suitable Memorandum of Understanding/agreement issued and completed
- Oversee the recruitment and selection of the STEP team members

### Program Development

- Develop an innovative, learner-centered environment for student learning in each skills class
- Develop and open new vocational skills classes based on identified student needs
- Plans for projected skills classes and modifies existing skills classes in line with Dignity's teaching philosophy and desired outcomes for students
- Research and recommend new training and teaching methods for STEP trainers
- Provide information sessions for students on skills training options, and manage recruitment and scheduling
- Work with the Secondary Department to develop any specialized programs for at-risk cohorts
- Work with Marketing & Communications Department to seek funding for programs where required

### Program Monitoring

- Oversee implementation of STEP Program activities and ensure that program quality is upheld, is consistent with Dignity's principles and pedagogical approach
- Develop and implement strategy to ensure the delivery of all program requirements are completed and reported upon accurately
- Assess instructional effectiveness of trainers and program for review and improvement
- Ensure budgets for each program/class is completed and viable
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- Conduct termly program reviews (twice a year)

**Requirements:**

- Degree holder; background in education, psychology or business an asset
- Experience in training and teaching; program development and monitoring
- Strong leadership and team management capabilities
- Strong verbal and interpersonal skills, with ability to communicate cross-culturally and relate to diverse groups of individuals
- Reliability and flexibility
- Self-starter and problem-solver
- Planning, time and resource management
- Proactive, organized, detail-oriented
- Computer proficiency

**Job benefits:**

- EPF, SOCSO, Insurance
- Competitive salary

To apply, send in your CV and resume to [hr@dignityforchildren.org](mailto:hr@dignityforchildren.org)