



Job Title: Barclays Spaces for Sports Project Manager
Department: Programs

Job Description

Compassion for Migrant Children (CMC) is a nonprofit organization based in China which is dedicated to improving the lives of children of migrant workers by engaging them in social and educational programs.

This position is responsible for the delivery, coordination and management of the Barclays Spaces for Sports (BSFS) program. This position involves liaising between various key stakeholders such as Barclays, the steering committee, government partners, contractors, program delivery agents, and a host of various partners. It is based both in the CMC head office as well as significant time being spent on project site. This position is very much a part of the CMC team but also is somewhat independent in that it is implemented largely as a separate project from the current interconnected projects. A significant portion of the work may be to locate partners to outsource portions of this work to and then to coordinate with them to ensure quality delivery.

Responsibilities

Program Development, Implementation, Monitoring and Evaluation

- Plan, organize, implement and manage the BSFS program in Beijing and Shanghai, including program development, project team building, event management and overall project coordination
- Ensure the proper monitoring and evaluation of the BSFS program
- Coordinate with various stakeholders of the BSFS program to ensure a harmonious operating environment
- Develop partnerships for various components
- Recruit and orient beneficiaries and volunteers
- Respond to different stakeholders' inquiries effectively
- Coordinate BSFS program to be linked closely with CMC's community center
- Prepare and submit monthly reports

Facility Construction and Management

- Locate a suitable location and ensure all the land-use permissions are obtained and requirements met
- Contract a construction company to develop a quality sports facility
- Develop suitable blueprints for facility
- Ensure the overall smooth operation of the sports facility
- Develop, revise, and implement sports facility Operational Procedures
- Ensure high standards of facility and equipment maintenance meet programs needs
- Coordinate and cooperate with Logistics Coordinator to fulfill all purchasing, servicing, and updating of the facility

Communications

- Communicate the essence of the program to key stakeholders and general public
- Prepare promotional materials



- Coordinate BSFS promotional events and meetings, including media events such as Barclays Spaces for Sports Expo event, program Launch Events, Community events, regular program sessions etc.

Partnerships

- Develop and maintain key partnerships on the project
- Ensure the key partnership, Barclays, thrives and succeeds
- Ensure the strong support and cooperation for BSFS internally
- Develop needed partnerships, particularly in the area of facility development, program delivery, and government support
- Develop and chair a steering committee
- Develop and follow MOUs for all relationships

Financial Management

- Develop and manage BSFS budget
- Create BSFS Expense Reports
- Verify the BSFS financial statement/reports with the CMC accountant before submitting them to the proper receiver

Research and Development

- Customize programs and courses for particular training needs
- Oversee all aspects of BSFS research

Work Relationships

Reporting to: Regional Manager – Programs / General Manager – Beijing
Peers: CMC Staff
Reported to by: CMC Shanghai BSFS Project Coordinator, Any SFS-Related Staff, Interns, or Volunteers

Qualifications

- B.A., preferably in Communications, Marketing, Social Work, Social Development or Sports
- Minimum of 5 years of previous work experience in social development, sports development or project management
- Able to manage multiple projects and responsibilities at once
- Ability to meet deadlines
- Ability to work easily and effectively with a wide range of people
- Excellent attention to detail, accuracy and quality

Key Skills & Abilities

- Excellent professional communication skills in English
- Proficient Mandarin language skills
- Experience in sports a plus
- Responsible, professional and goal-oriented approach to work



- Proficiency with MS Office Suite especially Word, Excel and PowerPoint; Other
- Ability to be flexible
- Ability to function as a leader when called upon to do so, with a servant-like attitude
- Ability to work independently as well as in a dynamic team
- Passion and personal interest in people and providing assistance
- Experience and interest in working with migrants and minorities is a plus

Other Information

Employment Type: Full Time (1 year)
Salary Range: Paid, Unspecified
Degree: Bachelors
Experience (years): 5
Job Location: Beijing, China
Post Date: June 15, 2010

Please send resume in both Chinese and English to recruit@cmc-china.org. If you would like to learn more about CMC, please visit our website at www.cmc-china.org.