



## Bethesda CARE Centre

### **FAME Club Programme Executive (Full-time)**

#### **Brief Description**

Reporting to the Programme Manager, the Programme Executive is responsible for supporting the planning, coordination, and smooth operation of FAME Club programmes.

#### **Job Responsibilities**

1. Programme Planning and Coordination
  - Plan, organise and facilitate programmes for FAME Club
  - Provide guidance to Programme Coordinators in conducting activities to ensure their effective delivery.
  - Engage volunteers, partners and other stakeholders to support programme implementation
2. Member Care and Outreach
  - Make care calls to absent or vulnerable members to check on their well-being.
  - Conduct home visits when necessary to provide follow-up support.
  - Maintain clear records of calls and visits for tracking and reporting purposes.
3. Administrative Function
  - Maintain and update client database
  - Collect Programme Fees
  - Maintain programme petty cash
  - Quarterly Submission of Reports for Programme Funding
  - Oversee programme supplies and equipment, including procurement, inventory management, and maintenance
4. Ad-Hoc Event Support
  - Participate in other BCARE events and project when required.

#### **Requirements**

1. Diploma or equivalent qualification.
2. At least 1 year experience working with persons with mental health conditions
3. Good organizational and planning skills
4. Strong interpersonal skills and able to communicate effectively at all levels.

5. Conversant in English and Mandarin (dialect speaking an advantage).
6. Competent in Microsoft Office.

**Application Details**

1. Interested applicants are invited to complete the BCARE job application form and submit it along with supporting documents via email to [corpadmin@bcare.org.sg](mailto:corpadmin@bcare.org.sg)
2. Please note only Singapore Citizens and Permanent Residents are eligible to apply.
3. All applications will be treated with strict confidentiality. We regret that only shortlisted candidates will be contacted.