



Be a part of transformative youth development work!

Halogen Foundation Singapore is looking to hire a Training & Development Executive to join the team.

The Training & Development Executive supports the Chief Training Officer by overseeing the equipping and deployment of programme volunteers. He/she is responsible for volunteer manpower planning and allocation, training volunteers, and tracking their development and performance.

The incumbent is expected to work from 9:30 a.m. to 6:00 p.m. on weekdays. He/she is largely expected to work in an office environment, although he/she may also be required to travel out of the office for meetings or trainings. On occasion, he/she may need to work outside official hours on weekends to support in the running of events.

Find out more about [Halogen's programmes](#) and [why we do what we do](#)

We are looking for someone who has:

- minimally, a Diploma
- 3 years experience in conducting training
- strong interpersonal skills
- strong communication skills across various levels of stakeholders
- the capability to motivate and mobilise people

The **Roles and Responsibilities** of the Training & Development Executive include:

Manpower Planning

- Support Academy teams to determine volunteer manpower needs for each programme and training
- Assess the suitability and fit for volunteers to certain programmes
- Work with the Volunteer Manager to recruit, schedule and deploy volunteers
- Maintain a readily deployable pool of trainers for training operations

Volunteer Training

- Develop and review volunteer training curriculum
- Ensure volunteer trainers are equipped to deliver impactful training programmes
- Work with Volunteer Manager to ensure sufficient pool of deployable trainers



Volunteer Performance

- Track the performance and development of volunteers through impact measurement tools
- Provide guidance and feedback to volunteers based on feedback received to enable a more effective programme delivery
- Monitor and assess volunteer progress through different levels/tiers

Internship Management

- Source, screen, interview, and deploy interns to departments through effective matching of projects and scope of contribution
- Develop, administer, and review Halogen's internship programme guidelines with the Talent Manager

You'll get to

- Be exposed to product development and strategy concepts
- Learn more about the practice of leadership and entrepreneurship
- Interact with leaders in multiple fields and build your network
- Grow in personal effectiveness, communication skills and strategic thinking

Pay

When applying, please indicate your expected salary.

To apply for this job, email Adelyn at recruit@halogen.sg with your resume/ portfolio.

Only shortlisted candidates will be notified. Apply now!

To find out more about Halogen, check out our media handles

[Website](#) | [YouTube](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)