



**Position:** Programme Director, Redress Design Award

**Location:** Sham Shui Po, Hong Kong

**Type:** Full-time

Redress is seeking an experienced project manager to lead and oversee the programme team of the Redress Design Award as its Programme Director as we enter a new phase of growth. This critical role involves steering the programme's strategy, managing a tight budget, coordinating and driving the various programme activities across the year, and project reporting. Reporting directly to Redress' Executive Director and with the support of the senior management team, the successful candidate will be responsible for HR and team management within the programme, with an emphasis on maintaining and fostering a productive, inclusive, and dynamic team environment.

**About the Redress Design Award:** The Redress Design Award is the world's largest sustainable fashion design competition, educating emerging fashion designers around the world about sustainable design theories and techniques in order to drive growth towards a circular fashion system. By putting sustainable design talent in the global spotlight, the Redress Design Award creates a unique platform for passionate and talented fashion game-changers to transform the global fashion industry and rewards the best with career-changing prizes to maximise long-term impact.

The programme is organised by Redress, a Hong Kong headquartered, Asia focused environmental NGO with a mission to accelerate the change to a circular fashion industry by educating and empowering designers and consumers so as to reduce clothing's negative environmental impacts.

**Key Responsibilities:**

- **Programme Strategy, Implementation & Review:**
  - Coordination and oversight of all programme activities, deadlines and deliverables, ensuring milestones and targets are met in a timely manner.
  - Development of the programme's long-term vision, strategy, and objectives, working collaboratively with the wider Redress leadership team and keeping in line with the organisation's mission and vision.
  - Regular review and reporting responsibilities throughout each cycle and leading on annual completion report
  - Support and management of government grant relationship and requirements
  - Monitoring of industry trends and adapting of programme strategies to ensure it remains relevant and impactful.
- **Financial Management:**
  - Day to day budget management, ensuring maximisation of resources and cost efficiency



- and ensuring compliance with government grant requirements.
- Annual budget review and drafting of new budget for the following cycle
- Delivery, supported by the Redress administrative team, of annual external financial audit of the programme
- Ensuring of financial sustainability, including working closely with the Director of Partnerships to secure in-kind and cash sponsorships and develop key strategic relationships
- Supporting on contractual negotiations with vendors and suppliers as needed
- **Human Resources & Team Management:**
  - Management of the entire project team, including direct management of six senior team members and overall responsibility for 12 staff, providing guidance, feedback, and mentorship.
  - Recruitment, training, and performance evaluations for direct reports and support for their delivery of such for their respective teams.
  - Fostering a culture of collaboration, inclusivity, and high performance.
- **Admin & Other:**
  - Ensure accurate and up-to-date guidelines, overviews and debriefs are maintained, with specific reference to government reporting requirements.
  - Implementation and maintenance of overall project-management system and tools
  - Representing Redress and the Redress Design Award as needed at external events, such as relevant speaking and networking opportunities

### **Qualifications**

- 5+ years of experience in project or programme management
- University-level degree in a related field; a Master's degree is preferred.
- Strong leadership skills with a track record in team management.
- Experience managing large and complex project budgets.
- Strong organisational and multitasking skills.
- Proficient in common project management tools (Wrike is current tool used but we are open to change)
- Excellent written and verbal communication skills in English and Chinese.

### **To Apply**

Please send a cover letter, resume and salary expectation to Ms. Nissa Cornish at [nissa@redress.com.hk](mailto:nissa@redress.com.hk) by 24 October 2023.