

# THE POKFULAM FARM COMPANY LIMITED

## 薄鳧林牧場有限公司

The Pokfulam Farm, formerly the Old Dairy Farm Senior Staff Quarters known as Braemar, has been classified as a Grade I historic building and falls into the Batch IV Revitalisation Scheme of the Development Bureau. The Project is co-organised by Caritas Hong Kong and The Pokfulam Village Cultural Landscape Conservation Group.

### Senior Officer – Programme

#### Job Description:

We are looking for a new member who is passionate about exploring a new way of community building with the desire to drive positive change and innovation in the Pokfulam Village. Reporting to the Heritage and Business Development Manager, the Senior Officer - Programme is responsible for:

- Lead a two-year social engagement project with the Pokfulam Village community;
- Assist in designing and coordinating activities such as workshops, meetings, public engagement, and site visits for the community.
- monitor programmes budgets and timelines;
- maintain relationships with community partners, stakeholders and collaborators;
- Prepare project documentation and reports
- support daily operation of the venue;
- working day: 5 days a week; shift duties on weekends and public holidays is required.

#### You should have/be:

- minimum of 5 years of relevant working experience in social engagement project;
- independent and responsible, a team player with excellent communication and presentation skills;
- strong organisational and time management skills, able to prioritise tasks effectively;
- passion for social innovation and community arts;
- knowledge of venue operation is a plus;
- excellent command of written and spoken English and Chinese.

Applicants should email their resume stating current and expected salaries to [hr@pokfulamfarm.org.hk](mailto:hr@pokfulamfarm.org.hk)  
Application deadline: 28 March 2024.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within five weeks after the application deadline may consider their applications unsuccessful.*