



ORGANISATIONAL DEVELOPMENT (OD) MANAGER FOR ST PETER'S HALL

St Peter's Hall (SPH) is a registered charity that functions as the Training Arm of the Anglican Diocese of Singapore. The 3 main beneficiary groups are Anglican Seminarians studying at Trinity Theological College, In-Service staff hired within the various parts of the Diocese, and all the Lay members of the Diocese, spanning 27 parishes in Singapore and many more congregations in neighbouring countries.

The OD Manager is a key leadership position responsible for driving the design, strategy and development of structures and systems in SPH. He must serve as custodian of SPH's learning policies and governance. The ideal candidate is one who seeks a practice-oriented, purpose-driven role, and possesses extensive familiarity with Organisational Development and the training-industry landscape.

DUTIES & RESPONSIBILITIES

- Support the Warden of SPH in developing, implementing and leading OD strategies to enhance team performance, culture, and employee engagement.
- Collaborate with senior leadership to understand SPH's mandate and chart a roadmap for the growth of the organisation's resources to meet the anticipated demands.
- Supervise and ensure operations efficiency and data accuracy; monitor performance of staff team, providing guidance and developing team capabilities.
- Ensure regular reporting of data and analytics to management, and make recommendations based on the same.
- Steward the utilization of budget, and leverage on available training subsidy schemes where suitable.

REQUIREMENTS

- Willingness to learn about and embrace the Anglican Church's values, ethos and nuances, and to commit to upholding the Mission of SPH.
- Willingness to take on occasional work outside of office hours and on weekends, where exigencies of service require it, such hours being compensated by time off-in-lieu.
- Bachelor's degree in Business Administration, Organisational Development, Human Resources or a related field, and 5 years' work experience in an OD role.
- Demonstrable project management, facilitation, communication, and interpersonal skills.

Interested applicants may apply to joshuasudharman@anglican.org.sg with your updated resume.

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