AVAILABLE ROLES

Bloom & Rise Foundation | Leadership & programme team

ROLE SUMMARIES Each position supports coordinated work across the Foundation.

OPERATIONS & COMMUNICATIONS

01 Secretary & Head of Communications

Maintains meeting minutes, agendas, official records and key decisions. Drafts announcements, emails and organisational updates, coordinates internal communication and supports reports and public messaging to ensure information is clear, accurate, professional and consistent.

02 Head of Fundraising

Leads fundraising strategy and resource mobilisation for the organisation's programmes. Plans donation drives and campaigns, identifies donors and funding opportunities, helps develop proposals and tracks fundraising outcomes in coordination with the Treasurer and relevant departments.

03 Head of Partnerships

Builds and maintains relationships with NGOs, schools, healthcare professionals, institutions and other potential collaborators. Identifies partnership opportunities, initiates contact and coordinates joint programmes, campaigns and resource sharing to expand the organisation's reach and impact.

04 Treasurer

Maintains accurate financial records, monitors income and expenditure, prepares budgets with departmental heads and provides regular financial updates. Works with the Head of Fundraising to track donations and proceeds, supporting transparent, responsible use of the organisation's funds.

05 Head of Logistics

Coordinates the logistics of events and programmes, including materials, resources, scheduling and practical arrangements, and works with departments to ensure activities run efficiently.

06 Head of Volunteers

Leads volunteer recruitment, onboarding, task allocation and support, working to ensure every volunteer has a productive, inclusive environment.

07 Head of Education

Plans and coordinates educational programmes, workshops, training and awareness initiatives supporting women's health and mental wellbeing. Develops accessible, age-appropriate learning resources and works with relevant experts and departments to ensure activities are engaging, inclusive and evidence-based.

08 Head of STEM

Develops and coordinates initiatives that encourage all youth to explore science, technology, engineering and mathematics. Organises workshops and practical learning opportunities, promotes problem-solving and technical skills, and collaborates with volunteers and experts to support inclusive participation in STEM.

09 Head of Outreach & Community Engagement

Connects the organisation with communities and encourages participation in its programmes. Identifies community needs, coordinates outreach activities, engages schools and local groups, gathers feedback and works with Partnerships and other departments to make initiatives accessible and relevant.

10 Head of Research & Impact

Coordinates research, programme evaluation and impact measurement. Gathers and analyses appropriate data, tracks programme outcomes, prepares impact reports and identifies improvements in collaboration with other departments. Ensures data is collected responsibly, with attention to privacy, consent and confidentiality.