

# Lively Minds Job Description – Radio Officer

## Summary

**Position:** Radio Officer

**Reports to:** Radio Manager

**Based:** Based in Bolga or Tamale, Ghana with frequent travel to the field across districts in the Northern, Northeast, Oti, Bono, Bono East, Savannah, Upper East, and Upper West Regions, with some travel to the field including overnight stays.

**Contract:** A fixed-term contract of two (2) years with a possibility of contract renewal depending on how Lively minds together radio programme is progressing.

**Hours:** Full-time, 8 am to 4 pm Monday to Friday with 1 hour for lunch.

**Compensation:** Band 5a

**Benefits:** Benefits include basic, medical insurance for the employee only. We also offer Tier 3 SSNIT (3% contribution). Lively Minds is passionate about learning and development. We offer all staff access to internal learning opportunities. We are unable to offer any financial support for relocation. However, new staff may be permitted to stay on a short-term basis in shared office accommodation if there is a room available in the office. These rooms will be allocated on a first-come-first-serve basis.

## About us

Our mission is to get preschool children in rural Africa to thrive. At present over 250 million children worldwide fail to receive the education and care they need in their early years which means they are less likely to do well in school, find gainful employment, and are at greater risk of early marriage, early parenthood and even criminality. Current approaches to solving this crisis are not proving effective or scalable in low and middle income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven through randomised control trial to improve cognitive and socio-emotional skills and reduce malnutrition for pre-schoolers in hard-to-reach communities, so they have a greater chance of succeeding in school and in life. The programme provides marginalised Mothers with a parenting course and weekly radio broadcasts that empowers them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. The programme is delivered through government partners, is cheap and highly scalable. It genuinely has the potential to play a transformative role in ending the global ECD crisis.

We are extremely proud that the Government of Ghana have now adopted the programme and we have a ground-breaking partnership with them to support them to institutionalise it, fund it and to scale it to 60 education districts, reaching over 4000 communities and 1million children. In addition, an award-winning international research team are conducting a further randomised control trial to help us understand its impacts at scale. We are now turning our attention to scaling the programme nationwide across Ghana, scaling up the radio in its own right and moving to new countries.

We are a lively ambitious organisation, determined to have a major positive impact on the world. We work hard at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for innovation, responsibility, growth, collaboration, creativity and fun. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, take a look at the [videos](#) about our programme.

## About the role

The Radio Officer plays a crucial role in ensuring the overall success of our program. Their responsibilities include providing training, technical support, and capacity building to districts. In this capacity, the Radio Officer will guide and coach GES staff, delivering structured training sessions and offering ongoing support for the radio program.

With a high level of responsibility, the Radio Officer will directly engage with GES and manage government relationships. Monitoring district performance closely, they will assist district teams in addressing issues such as radio top-ups, quality checking of audios, and managing live and repeat airings.

The Radio Officer will also produce reports as well as analyse financial reports submitted by the districts. The officer will work directly with the Lively Minds Coordinator, a GES staff member, to support them to quickly resolve issues and escalate to the District Director where necessary.

The role may involve regular travel and community interaction. The Radio Officer will take charge of planning budgets and accounting for expenditures in the field.

## Main duties and responsibilities

### Facilitate radio activities

- Work as part of a team with colleagues and stakeholders to prepare for and deliver high-quality station management and interactive briefings.
- Support facilitate radio ToT, coach Regional and district radio team at radio top up and lead radio station management and interactive briefing calls
- Review claim request, financial reports, and radio requisitions to quality standards
- Support the Radio Manager to ensure that the Ghana team and stakeholders fully buy-in to strategies
- Proactively identify and accurately report risks to Manager, support and implement problem-solving.

- Support content team by providing cultural insights and feedback to promote cultural integration of the LMT programme
- Feedback on lessons learned and suggest improvements in radio programme.

## Support wider Implementation

- Support the wider organisational operations where required – including monitoring top-up workshops, play schemes, and parenting workshops.

*You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.*

## About you

To succeed in this role, you must be:

- Energetic, self-motivated and confident.
- Skilled in community entry protocols and community mobilisation.
- Experienced in working with government partners.
- An excellent communicator, with strong interpersonal skills and the ability to interact with diverse groups.
- Highly organised, a good planner who is able to prepare your own work schedule.
- Skilled in the use of MS Word to prepare reports.
- Able to use basic MS Excel to prepare travel budgets.
- Experience in delivering radio programmes will be an added advantage

## Experience and skills

### Essential experience and skills:

- Minimum qualification: Degree or Higher Education Diploma in early childhood or other relevant subject.
- 2+ years experience of facilitating and delivering training.
- Ability to thrive in a fast-paced environment by having energy and a “can do” attitude
- Excellent planning and organisation skills.
- Good interpersonal and communication skills with a flexible approach, enabling you to positively work with a diverse range of stakeholders.
- Ability to coordinate, and engage large audiences.
- Experience of coaching and working with government stakeholders.
- Comfortable with frequent travel and overnight stays.
- Technically literate – good understanding of MS Word, Powerpoint and Excel. Able to adapt to and learn new tech systems easily.
- Licensed and experienced motorbike rider, confident riding in difficult terrain

## Desirable experience and skills:

- Experience working with GES (or other government departments) and other education stakeholders/organisations
- Experience working for an NGO.
- Experience in community mobilisation or sensitisation work.

*You will be expected to perform against the Lively Minds Competencies.*

## How to apply

If this sounds like you, please send your completed application form to [jobs@livelyminds.org](mailto:jobs@livelyminds.org) by **11:59 pm GMT on 4<sup>th</sup> March 2024**.

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we, therefore, check the suitability of successful candidates through background checks consisting of references and police checks.

Lively Minds is fully committed to equity, diversity, and inclusion. We want this to be reflected in the diversity of the people who work for us, and we welcome applications from people from all backgrounds and identities.

Applications submitted after the deadline will **not** be considered. Also, CVs and cover letters will **not** be considered unless stated as a requirement.

Due to resource constraints, we apologise, but we will only respond to shortlisted candidates.