Lively Minds Job Description – District Liaise Officer

Position: District Liaise Officer.

Reports to: District Coordinator.

Based: Based in an assigned Regional Office in Tamale (Northern, North East, Oti Regions); Bolga (Upper East, Upper West Regions), or in a field office, with up to 60% travel to the field including some overnight stays.

Contract: A fixed-term contract of two (2) years with a possibility of contractual renewal depending on how our Ghana scale up programme is progressing.

Hours: Full-time, 8am to 4pm 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.

Start date: 5th January 2023.

About us

Lively Minds is an award-winning NGO, working to get pre-schoolers in rural Ghana & Uganda school-ready. Since 2008, we have developed an innovative, behaviour-change programme that empowers marginalized, poorly-educated mothers to run educational 'Play Schemes' for pre-schoolers and to provide better home-based care, using local resources. The Lively Minds programme aims to improve school-readiness of rural kindergarten children, by training parents to provide practical, cost-free learning and developmental activities in the kindergarten and at home.

Following a highly successful pilot, Ghana Education Service (GES) has officially adopted our programme to improve early childhood development. Our goal is for mothers and the GES to run our programme at scale. Between 2020 and 2024, GES will adopt and scale the programme to 60 districts, in 8 regions. Lively Minds will provide training, technical assistance, and district-level capacity building to enable the programme to be embedded and sustained. This will be implemented across Bono East, Bono, Oti, Savannah, North East, Northern, Upper East, Upper West regions.

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We’re an ambitious team, 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 learning, growth and creativity. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, please visit www.livelyminds.org.

About the role

The District Liaise Officers are part of a busy District Implementation team, responsible for embedding and sustaining the programme. Each District Liaise Officer is responsible for providing training, technical support and capacity building to the Districts.

The District Liaise Officer has a high level of responsibility within each region. He/she manages the programmes’ relationship with a number of different District stakeholders and represents Lively Minds. The officer will work closely with Ghana Education Service (GES) and District stakeholders to help problem-solve any issues and risks, including quality and compliance issues such as absence and lateness.

The Officer will also produce reports as well as analysing financial reports submitted by the districts. The District Liaise 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.

About you

To succeed in this role, you must be:

- Proactive, energetic and highly motivated.
- Analytical with a keen eye for detail.
- Confident in training, coaching and motivating others to solve problems.
- Able to manage a diverse group of stakeholders, including senior government stakeholders such as District Directors.
- Able to monitor and analyse budgets.
- Technically proficient and able to learn to use new tools quickly.
- Good strategic problem solver who can identify sustainable solutions.

Main duties and responsibilities

Responsible for the success of the “embed” phase

- Support capacity building through training, coaching and mentoring others.
- Monitor and report on “set-up” activity compliance by GES District team, identifying issues and proactively problem solving.

- Build District GES capacity and ownership during ongoing activities through trainings and field/online/mobile coaching/mentorship sessions.
- Supervise quality of ongoing activities delivered by District GES, including “Top-up” workshops, target period meetings, monitoring, termly reporting, radio programme etc. – proactively identifying challenges and coaching District GES to solve challenges.
- Supervise and report on District GES compliance, analysing data and financial reports/accountability, identifying risks, problem solving and escalating where appropriate.
- Share lessons learned with wider stakeholders and contribute to continuous improvement programmes for areas such as District support packages.

Quality assurance, reporting and compliance

- Monitor training of mothers and support Set-up team where required.
- Monitor on-going quality of Play Schemes, Parenting Workshops and Radio Programme, identifying risks and bright spots and proactively problem solving.
- Provide timely and accurate reports of Play Schemes, Parenting Workshops and Radio Programme quality.
- Assess budget requests and analyse financial expenditure.

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.

Experience and skills

Essential experience and skills

- Minimum qualification: Degree in early childhood or a relevant subject.
- 3- 5 years of relevant work experience.
- Good financial acumen with monitoring and reporting on finances/budgets.
- Ability to coach and deliver training to government officials and others.
- Ability to work closely with a range of senior Regional and District stakeholders.
- Understanding of Monitoring and Evaluation practises with strong data analysis abilities.
- Analytical with strong problem solving abilities and ability to make decisions in a timley and robust manner.
- Excellent planning and organisational skills.
- Very good communication, negotiation and influencing skills with good basic report writing skills.
- 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.

Desirable experience and skills

- Experience of working with GES or education stakeholders.

- Experience of working for an NGO.
- Fluency in one or more of the following languages will be an added advantage
    - **Upper East/West Regions:** Buli, Dagare, Gurune, Kassim, Kusal, Nabt, Sissali, Talen, Waale.
    - **Northern/North East/Oti Regions:** Akwampin Twi, Dagbani, Ewe, Guang, Likpakpalin, Mampruli, Moar.
    - **Bono/Bono East/Savannah Regions:** Asante Twi, Gonja, Tampulima, Twi.

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

Please note

- Applications submitted after the deadline will **not** be considered.
- CVs and cover letters will **not** be considered.
- Due to resource constraints, we apologise, but we will only respond to shortlisted candidates.
- 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 a police check.
- 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. Women are strongly encouraged to apply – we promote family values and offer paid maternity and paternity leave. Where possible, special considerations are also made in district allocation to support staff with childcare commitments.