

# Lively Minds Job Description – Set-up Officer

## Summary

**Position:** Set-up Officer (2 roles)

**Reports to:** Set-up Coordinator

**Based:** Based in Tamale, Ghana with extensive travel to the field across districts in the Northern, Northeast, Oti, Bono, Bono East, Savannah, Upper East, and Upper West Regions. Around 70% of their time will involve travelling to districts, with an estimate of up to 50% of this time involving overnight stays. Lively Minds operates across circa 60 districts and the Set-up Officer role is highly mobile and required to travel to very remote districts. Successful candidates will typically travel to multiple different districts in a trip before returning to Tamale.

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

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

**Compensation:** Band 5b. All new members of the team begin on the entry-level for the salary band. Then after a year, if staff perform in the role, they will receive a salary increase. Subsequent pay progression is based on performance.

**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:** 3<sup>rd</sup> April 2023

## About us

Our mission is to get preschool children in rural Africa school-ready. 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 lower middle income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven to get pre-schoolers in hard-to-reach communities school-ready, so they have a greater chance of succeeding in school and in life. The programme provides marginalised Mothers with a parenting course 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.

Over the past few years, the Lively Minds programme has been delivered in over 1000 communities in rural Ghana and Uganda. During COVID we launched a radio programme for parents, and this is now reaching over 2 million households each week. 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 1 million children. We see this partnership as the test case that will provide the blueprint to take the programme to scale in Uganda and elsewhere within the next 5 years, so that we can have a transformative role in tackling the global ECD crisis.

We're an 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 <https://www.livelyminds.org/videos>

## About the role

The Set-up Officer is a key role in ensuring the success of our overall programme. The Set-up Officer will work closely with Ghana Education Service (GES) District staff and teachers across about 60 districts where our programme operates, to ensure our activities are of high quality and setup for long-term success.

To do this, the Set-Up Officers will coach and guide GES staff. They will deliver frequent, structured trainings to setup the programme. Once the setup trainings are complete, they will hand over the continuous coordination of each district to the District Liaise Officers. Additionally, the Set-up Officers will need to produce reports of activities and share them with Set-up Coordinators for ongoing reporting, as well as identifying and reporting compliance issues.

The Set-up Officer will be given a high level of responsibility to deal directly with GES and manage government relationships. They will be expected to closely monitor district performance and support the district teams to handle any issues, such as lateness and motivation, with diplomacy.

The role requires regular travel and interaction with communities. Set-up Officers will be responsible for planning their own budgets and accounting for their expenditures in the field.

## Main duties and responsibilities

### Facilitate set-up activities

- Facilitate set-up activities in 1-2 districts each academic term, including back-to-back, training-of-trainers (ToT) workshops.
- Work as part of a team with colleagues and stakeholders to prepare for and deliver high-quality set-up activities.
- Proactively identify and accurately report risks to your team, Set-up Coordinators and Set-up Manager and support and implement problem-solving.
- Feedback on lessons learned and suggest improvements in set-up lesson plans.

### Support wider implementation

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

*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 and skills

### Essential experience and skills:

- Minimum qualification: Degree or Higher Education Diploma in early childhood or another relevant subject.
- Two (2) or more years of experience in 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 with a diverse range of stakeholders.
- Ability to coordinate, and engage large audiences.
- Experience in 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.

### 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 complete an application form and send it to [jobs@livelyminds.org](mailto:jobs@livelyminds.org) by **11:59 pm GMT on Sunday 19<sup>th</sup> March 2023**

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 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.