

Lively Minds Job Description – Set-up Officer

Summary

Position: Set-up Officer.

Reports to: Set-up Coordinator.

Based: Based in Tamale, Ghana with extensive travel to the field across districts in the Northern, North East, 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. 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 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 5b

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.

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

To do this, the Set-Up Officers will coach and guide GES staff. They will deliver frequent, structured trainings to set-up the programme. Once the set-up trainings are complete, they will hand-over the continuous co-ordination of each district to the District Liaise Officers. Additionally, the Set-up Officers will need to produce reports of activities and share 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 expenditure in the field.

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.

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.

Experience and skills

Essential experience and skills:

- Minimum qualification: Degree or Higher Education Diploma in early childhood or other relevant subject.
- 2+ 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 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.

Desirable experience and skills:

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

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 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.