

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 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 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: 11th December 2023.

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 trials 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 that empowers them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. In addition, we started a radio programme for parents during COVID and this has now become a permanent fixture. 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 scale it to 60 education districts, reaching over 4000 communities and 1 million 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're 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 and fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, look at the videos about our programme <https://www.livelyminds.org/videos>

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 several 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 analyse 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 the GES District team, identifying issues and proactively problem-solving.
- Build District GES capacity and ownership during ongoing activities through training and field/online/mobile coaching/mentorship sessions.
- Supervise the quality of ongoing activities delivered by District GES, including “Top-up” workshops, target period meetings, monitoring, timely 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 the Set-up team where required.
- Monitor ongoing 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 expenditures.

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 the ability to make decisions in a timely 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 working with GES or education stakeholders.
- Experience 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, Tampilima, Twi.

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 by **11:59 pm GMT on 19th November 2023**.

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.