

Lively Minds Job Description – Project Management Officer

Reports to: COO Office

Based: Tamale, Ghana.

Band: 5a

Hours: Full time

Contract: Permanent

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. It genuinely has the potential to play a transformative role in ending the global ECD crisis.

Over the past few years, the Lively Minds programme has been delivered in over 350 communities in rural Ghana and Uganda reaching over 50,000 children. During COVID we launched a radio programme for parents and this is now reaching over 2million 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 1million 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.

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, 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

Lively Minds' Project Management Office (PMO) has been set up to ensure that projects are delivered successfully and achieve Objectives and Key Results (OKRs). We are recruiting a Project Management Officer who will sit within the PMO and play a key role in driving project success by overseeing projects and ensuring that standards are followed and improved. The role will report to the Chief Operating Office and will be based at our office in Tamale, Ghana. You will work closely with our Global teams to support and track project progress.

Main Duties and Responsibilities

- Be the first point of contact for all project-related support requests made by colleagues and provide administrative assistance when required.
- Work closely with project leads to develop realistic project plans, including managing resourcing, schedules and OKRs and identifying dependencies.
- Maintain Project Management platforms, including SharePoint, ensuring that projects are accurately documented and updated.
- Monitor, evaluate and report on project status and compliance with standards.
- Log, manage and report on risks and issues, lessons learned and OKRs.
- Organise, schedule, and take minutes for project reviews.
- Make updates and improvements to project standards, processes and templates
- Assist in developing training for staff in project management skills.

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.

To succeed in this role, you will be

- Able to take pride in following Project Management best practice to ensure project success
- Organised and able to balance multiple responsibilities in a fast-paced, high pressure environment, with minimal supervision
- A great communicator – you have good interpersonal skills and confidence holding senior staff to account

- A team player that values and prioritises inclusivity: helping to create a positive work environment where everyone is motivated and feels able to participate, learn, improve and contribute
- Analytical: constantly monitoring project progress, results and systems to drive success
- Passionate about early childhood development and the Lively Minds mission

Experience and Skills

Essential Experience and Skills

- Able to use Microsoft Office products, including Excel and Word
- Tech savvy – ability to learn new IT tools efficiently
- Excellent organisational and planning skills
- Excellent attention to detail: produces high-quality, accurate work in a timely manner
- Excellent written and verbal communication skills
- Experience working on projects

Desirable experience and skills

- Experience using Office 365
- Experience of working as part of a remote team
- Experience coordinating others and holding individuals to account
- Experience creating user-friendly tools

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 together with your CV to jobs@livelyminds.org by **Sunday 11th December 2022 at 11:59pm GMT**.

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 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.