Job Description – Capacity Building Specialist

**Reports to:** Dual Reporting to Head of Curriculum and Head of HR, L&D

**Based:** Tamale, Ghana

**Hours:** Full time

**Compensation:** Starting salary £32,861 rising to £36,225 in year 2 subject to performance

**Contract**: Fixed term contract for two years, renewal will depend on scale up progress

## 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 over 4000 communities reaching over 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](http://www.livelyminds.org).

## About the role

In order to achieve our scale goals, we need to build high performing teams, both in our government partners and in our staff, to deliver the programme to quality standards at scale. In addition, the programme is delivered using a training of trainer’s approach, with Lively Minds training local government teams, who in turn train community-based trainers. It is therefore essential that the cascade is robust at every level to minimise dilution.

We are recruiting a Capacity Building Specialist, who will have a unique position in the organisation, working in both our HR, L&D and our Content team. Working towards the external L&D strategy you will find creative ways to build the capacity and motivation of Government partners, as well as ways to ensure all training activities are cascaded well. You will also contribute to our internal L&D strategy which focuses on building the skills of our team to empower and coach local government, and creating a high performance culture.

## Main Duties and Responsibilities

**Create capacity building materials for Government partners**

* Analyse bottlenecks affecting the quality of the cascade, government delivery or sustainability and find creative scalable and low-cost ways to tackle these.
* Design training and capacity-building activities, processes and tools to ensure that government partners can easily deliver all elements of the programme and that burdens are minimised and tasks are simplified.
* Design skills-based training to enhance delivery e.g. time management, project management, SMART goals, giving feedback, prioritisation
* Find creative ways to generate buy-in and enthusiasm for the programme from government partners, so they value the programme and want to do well in it.
* Undertake regular visits to the field to monitor training delivered by and to Government partners.

**Capacity Building and Support for Internal Field Staff**

* Working with the Head of Content Development (Government training & Capacity-building) develop and implement a skills-training programme for field staff, together with assessment/evaluation components
* Conduct field observations and provide feedback to staff on their facilitation skills and provide opportunities for staff to improve their facilitation skills e.g. role plays, reharsals etc, together with strategic recommendations
* Work closely with the Head of HR, L&D to co-create and implement the internal L&D strategy for Lively Minds teams.
* Deliver bespoke training that addresses capacity needs within the organisation. These may have been identified during the performance management process. This could be for a team or across the organisation.

**Mentors Line Managers to Promote a High Performance Culture**

* Mentors line managers in Ghana and Uganda on a regular basis. The focus will be on supporting line managers to enhance their management skills aligned to the peformance management system.

*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:

* Are an excellent communicator & trainer - you thrive when teaching others, whether that be in a formal classroom, or by finding teaching opportunities in day-to-day activities
* Love to develop training materials and to find creative, fun ways to change mindsets and behaviours sustainably
* Are able to drive high performance in others by setting clear goals and expectations
* Are creative, proactive, and energetic
* Are a team player that values and prioritises inclusivity
* Are able to deliver high-quality thoughtful work in a fast-pace high pressure environment

### Technical abilities

#### Essential

* Minimum of 3 years of developing and delivering training programmes and achieving proven results
* Excellent communication (English), both oral and written
* Experience mentoring others
* Ability to manage a complex and varied work load and to work under pressure
* An understanding of professional skills and how to build the capacity of others in these areas

#### Desirable

* Experience coaching others, a coaching certification is desirable.
* Behaviour-change experience
* Experience working with governments in global south

*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 **11:59pm GMT on Sunday 8th May 2022.**

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 though background checks consisting of references and police checks.