Job Description – Project Manager: Government Training, Systems and Process

**Organisation:** Lively Minds. UK Registered charity 1125512

**Position:** Project Manager: Government Training, Systems and Process

**Reports to**: Chief Operating Operator

**Based**: In year one you will be based in Tamale, Ghana (with frequent travel to Uganda). Thereafter, you can choose.

**Hours**: Full time

**Compensation:** £30-35k per annum dependent on experience

### About us

Lively Minds is an award-winning NGO working to get pre-schoolers in rural Ghana & Uganda school-ready. Over 250 million children under 5 years globally do not get the early childhood care and education (“ECCE”) they need, leading to poor health, poor education, lost life opportunities and poverty.

We believe that one of the main barriers to ECCE is that parents in remote resource-poor villages lack the information, education and aspiration to provide basic and affordable opportunities for their children. 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 cheap local resources. Not only does this result in positive outcomes for child development, but also has positive impacts for the mothers too.

These are exciting times for Lively Minds. In Ghana, we are finalising a partnership agreement with Ministry of Education and Ghana Education Service (“GES”) to integrate the programme in to the national kindergarten system and to support them to scale it across 60 rural districts in the northern regions of the country, reaching approximately 4000 kindergartens and 1.1 million children.

### Our programme

One of our key scale strategies is to ensure that local government officials are able to run and project manage the Lively Minds programme themselves. We will therefore provide time-bound technical assistance for each local government team to ensure that they have the motivation, the technical ability and the tools to implement to quality standards. After which team, they will be required to run the programme themselves with support only from national and regional government.

We will also provide training and support to regional and national government partners, so that they are able to supervise and project manage the programme. We are therefore recruiting for a Project Manager to deliver this challenging but exciting government uptake strategy.

Key responsibilities for the Project Manager include; designing a technical support package (capacity-building and technical trainings, coaching and supervision, project management and quality assurance tools) to embed the programme within each district, region and at national level; training and supporting Lively Minds staff to deliver the technical support package; building and overseeing a project management system to track performance/compliance of each district and integrating this with government systems; working with our content teams and implementation teams to optimise user-experience for government partners.

# Main Duties and Responsibilities

**Strategic Development**

* Contribute to the global scale and sustainability strategy for Lively Minds.
* Develop and implement plans to support the achievement of strategic goals.
* Identify and drive forward government uptake strategies.

***“Government as doer” strategy***

* Develop and implement strategies, founded in behavioural science techniques, to build the motivation and capacity of all levels of government to set-up, embed and sustain the Lively Minds programme.
* Support and train implementing teams to execute the strategy.
* Create user-friendly systems, processes and tools to support programme implementation and quality assurance.
* Work with the Head of Monitoring & Evaluation to evaluate government uptake, capacity, motivation levels.
* Review and iterate strategy and approaches in response to feedback loops.
* Create and manage organizational know-how to support government uptake.

***Implementation excellence***

* Develop coaching and training content and processes for staff to ensure an effective cascade approach.
* Work with COO, Country Directors to identify implementation challenges and risks, and create effective systems, tools, trainings, materials to improve quality of implementation, and specifically the cascade delivery approach.
* Work with other senior management team members to identify ways to improve the programme, curriculum, approaches, systems and practices to ensure it is as simple, efficient and customer-focussed as possible.

*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

* Be a real “doer” with a proven problem solving mentality. Be tenacious and resilient.
* Have a minimum of 5 years of project management experience, in particular creating customer-friendly tools, systems, dashboards.
* Have experience in developing and delivering capacity-building training.
* Have experience managing and coaching others of differing capabilities.
* Possess brilliant “people” skills with a flexible approach to get the best out of a range of relationships.
* Advanced IT skills, ability to create basic yet robust systems to capture and report on data.
* Demonstrate excellent communication skills, both oral and written including.
* presenting to a range of stakeholders at differing seniority levels.
* Ability to manage a complex and varied work load and to work under pressure.
* Change management experience.

#### Desirable Experience and Skills

* Experience working in global south.
* PMP certification or equivalent project management certification.

*You will be expected to perform against the Lively Minds Competencies.*

* Lively Minds | Registered Charity Number 1187460 Lively Minds | Registered Charity Number D.S.W. 6759 (Ghana) | Find out more at [www.livelyminds.org](http://www.livelyminds.org" \t "_blank)