Job Description – Set-up Coordinator

**Position:** Set-up Coordinator

**Reports to:** Set-up Manager

**Based:** Based in Tamale with extensive travel to field

**Hours**: Full time

**Compensation:** Band 4, Ghana salary scale

### 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 1.1million children.

### Our goals 2021-2025

Our key goals is that over the next 5 years GES scale the Lively Minds programme to 60 districts/4000 communities and run and sustain it to quality standards. We also want to parents see themselves, and be seen by Government, as the key ECD providers.

We will therefore provide an agreed level of technical assistance to national, regional and district teams so that they have the motivation, the technical ability and the tools to integrate the programme and its activities and run it to quality standards. After which time, they will be required to fund and run the programme themselves.

### Main Duties and Responsibilities

The Set-up Coordinator will lead the set-up phase for 1 district per term. They will be responsible for leading their set-up team to deliver all activities to quality standards and for managing the relationship with the district team.

**Lead Set-up Activities in a dedicated District**

* Responsible for the success of the set-up phase in 1 district per term, ensuring that all deliverables are achieved on time and to the right standard.
* Work with the District Liaise officer to establish and maintain effective relationship with the District team and stakeholders, ensuring that they are well sensitised to the programme
* Project manage the set-up in the district, to ensure that the team is properly prepared, materials and logistics are well organised, budgets and financial policies are managed well and that progress is tracked
* Supervise and coordinate a small team of Set-up Officers, District Liaise, Star Coaches and Star Players ensuring that they are able to deliver trainings and activities to the right standard; that they identify and manage risks; tracking progress and reporting accurately to Set-up Manager
* Support the wider organisational operations where required – including monitoring top-up workshops, play schemes and parenting workshops
* Manage team budgets, ensuring in line with country budget and monitor use according to financial policy

**Manage a Team of Set-up Officers**

* Be an ambassador of Lively Minds and our mission in all you do
* Role model and ensure that your direct reports adopt LM cultures and competencies
* Where required, manage the performance of and build capacity of Set-up Officers, providing coaching and mentorship
* Support the Set-up Manager when needed (i.e. supporting in team management, country budgets, etc.)

**Monitoring and Reporting**

* Ensure set-up reports are submitted to quality, analyze data and contribute to improvement of set-up up content based on lessons learnt
* Support team in challenges in reporting and build capacity in reporting quality

*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

* Qualifications: Undergraduate degree in a relevant subject
* Experience managing others
* Experience delivering training and coaching others
* Ability to lead/coach others and manage a small team where required
* Ability to handle finances/budgets
* Strong ability to prepare for and deliver training in a fast paced environment
* Ability to work with high level Regional and District stakeholders
* Strong data analysis ability
* Strong problem solving abilities
* Ability to write basic reports clearly
* Tech literacy- basic user of MS word, ppt excel, MS Teams, able to adapt to and learn new tech systems easily

#### Desirable Experience and Skills

* Experience working with teams at a distance

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