

Job description – Partnerships & Advocacy Manager

Organisation: Lively Minds. UK Registered charity 1125512

Position: Ghana Partnerships Manager

Reports to: Chief Executive Officer

Based: Tamale and Bolgatanga, Ghana (with some travel to Accra required)

Salary: Between £24,000- £28,000 depending on experience. In addition you will receive free lodging in our accommodation, insurance and vaccinations.

Hours: Full time

Term: 2 years (with possibility of extension)

Lively Minds is an award-winning charity working to improve the lives of deprived children in rural Ghana & Uganda through an innovative early childhood development programme. We train uneducated vulnerable mothers and kindergarten teachers, to run educational Play Schemes in school kindergartens. The Play Schemes reach young children at a crucial stage in their development, improving their education, health and wellbeing. Our evaluations show dramatic positive effects on the children, the teachers and the Mothers. Our field work is carried out by teams of expert in-country staff. Their work is supported and facilitated by our small London-based team. The Partnerships Manager will be based in Ghana, and will divide their time between our head office in Tamale and our regional office in Bolga (about 2hrs away) and frequent short trips to Accra.

Project description

These are exciting times for Lively Minds. We have recently secured a 3 year grant to test scaling and handover strategies with the long-term aim of handing over the programme to the Government of Ghana and mainstreaming it into the Ghana Education system. Over the grant period we will roll-out the project to 250 schools, conduct a rigorous evaluation in partnership with an award-winning international evaluation team and build the case for Government adoption and replication.

The Partnerships Manager will develop, manage and own our stakeholder relationships and advocacy strategy. The strategy will involve a three-pronged approach with the aim of achieving the following objectives:-

- Grassroots engagement (beneficiaries, community members & leaders, general public): to generate demand for better Early Childhood Development services and for the Lively Minds programme
- District implementing partners (Ghana Education Service officials, partner organisation): to ensure that partners share and take responsibility for achieving our joint vision
- Top-level (policy-makers, officials, academics; multi & bi-lateral funders, other NGOs/ECD practitioners): to gain the buy-in and action engagement in all aspects of the programme with the aim that Government will adopt and fund the programme after the completion of the grant.

The candidate will be accountable for achieving these objectives. They must be able to adapt their style to work effectively with this diverse range of stakeholders. They must also be an excellent team player and able to work well with our teams in Ghana and UK. The Partnerships Manager will also have managerial responsibility for two local staff who will be responsible for managing our day-to-day relationships with Ghana Education Service at regional and district level.

MAIN DUTIES AND RESPONSIBILITIES

Designing & delivering the stakeholder management & advocacy strategy

- Stakeholder mapping, preparing problem analysis framework, identifying paths to influence stakeholders & key messages, creating detailed annual, monthly & weekly plans for advocacy/engagement activities
- Building and maintaining excellent networks and working relations with partners and stakeholders so that they buy-in to and accept ownership of the programme
- Working closely with colleagues to conduct joint scoping/engagement/detailed planning with Government of Ghana officials nationally & locally to agree how to roll-out the programme using GES resources, and minimising duplication
- Organising and coordinating advocacy/engagement activities including meetings, steering groups, campaign days, social media campaigns, media/radio broadcasts, conferences, workshops, progress reports
- Ensuring that advocacy activities are properly budgeted, documented and information is entered and stored effectively to facilitate effective monitoring and evaluation
- Reporting and reviewing success and challenges to enable swift remedial action
- Working with our UK Monitoring & Evaluation Officer to evaluate performance and use learnings to refine the project and disseminate results

Capacity building & management

- Coach, motivate and train staff and stakeholders
- Recruit, train and manage 2 new members of the team who will be responsible for managing the day to day relationship with GES at local level

Process improvement

- Adopt a flexible approach and identify ways to improve the systems and practices

Person specification

We are seeking a highly motivated individual to join our team and help us to take our organisation through this exciting period of transformative growth. You must demonstrate advocacy/stakeholder management experience and be ready to apply your skills in a unique and challenging context. You must be a self-starter and able to work independently. You must have excellent interpersonal & influencing skills and be able to lead and coach our local team as well as the various stakeholders.

Essential

- Minimum of 5 years of advocacy/sales/stakeholder engagement experience and demonstrable results of influencing others
- Experience of coaching and training others
- Proven ability in managing and fostering relations with stakeholders
- Ability to manage a complex and varied work load and to work under pressure
- Strong communication skills, both oral and written

Desirable

- Experience of working in developing countries
- Experience of behaviour-change projects
- Experience of working with international donors and grants
- Full clean driving licence

How to apply

Please send a CV and covering letter to jobs@livelyminds.org by 9 September

Find out more about us at www.livelyminds.org

Due to our limited resources we will only be able to reply to shortlisted candidates.

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy and the post-holder will be required to demonstrate their suitability for this role.

About Tamale and Bolga:

The position is based in Tamale, although you will need to travel frequently to our second office in Bolgatanga (about 2 hours away). Tamale is a large and bustling town in Northern Ghana and is the NGO hub of Ghana - there are plenty of opportunities to meet people employed in similar fields, including expats. Living standards in town are fairly basic - northern Ghana is noticeably far less developed than southern Ghana. But although the environment can be challenging at times, the friendliness, dynamism and authenticity of the experience is hugely eye-opening and rewarding.

The Partnerships Manager will be accommodated in our office in Tamale - close to the centre of town. The house is relatively basic by western standards but it has all mod cons. Living costs are low in Ghana (for example a meal out in an international restaurant is approximately £5. Local food and transport is far cheaper).

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