



Registered Charity Number: 1149988

Fighting poverty in Lawra, Upper West Ghana

www.ateghana.org

Job Description: Assistant to the Chief Executive

Start Date: 5th January 2015

Pay: £9/hour

ORGANISATION:

[ATE Ghana](http://www.ateghana.org) (charity number 1149988) is just two years old but is already, a well-respected, fast growing charity aiming to reduce poverty in Ghana by funding some key initiatives in education and enterprise. The agreed vision and strategic direction is encapsulated in the following statement. "ATE is a charity that is deeply concerned by the inequality of wealth in Ghana. We are committed to achieving a measurable reduction in poverty in Lawra by 2020 through social and economic development." Based in Wiltshire the charity has built a successful community fundraising capability to fund the next stage of its ambitious plans.

ROLE:

The Assistant to the Chief Executive is an exciting, brand new position which will provide efficient, effective and confidential support to the Chief Executive, supporting her in the successful running of the organisation in both the UK and Ghana.

This role is 14 hours per week, with a flexible work schedule which will be organised in consultation with the CE.

The role will include periods of time working in Ghana. During these visits of up to 8 weeks per year, the successful candidate will be expected to volunteer additional working hours.

GENERAL RESPONSIBILITIES:

- Working closely with the CE and ATE Management Committee to support all appropriate duties and responsibilities for successful running of the charity
- Accompanying the CE on trips to Ghana to support and enhance all projects
- Supporting the organisation and implementation of fundraising activities
- Communicating with donors and raising the profile of ATE through effective use of social media
- Planning, facilitating and analysing the monitoring and evaluation of ATE's school feeding programs in Ghana
- Supervision and motivation of volunteers in both the UK of Ghana
- Support the CE in her projects, proposals, bids, etc. through research, consultation and discussion
- Management of the ATE website ensuring that it is up to date
- Management of 'ateghana' email address hosting system including setting up new email addresses where needed
- Regular attendance to the ATE Management Committee meetings

- Management of charity pots including distribution, regular emptying, record keeping and thanking pot holding locations
- Writing thank you letters or emails to all donors in response to donations or practical support
- Providing a comprehensive secretarial and administration service to the CE across the range of her work.
- Raising the positive profile of ATE in anyway possible

PERSON PROFILE

Essential:

- An interest in poverty reduction and a desire to help make positive change in the world
- Enthusiasm for the work ATE is carrying out in Ghana
- The ability to prioritise tasks, using own initiative and effective problem solving
- Excellent ICT skills including the ability to operate Word, Excel and Powerpoint
- A very flexible, adaptable person who is able to work effectively in a variety of roles and locations including very basic living conditions
- A results driven, focused individual who responds well under pressure and holds high expectations for himself and his work
- An energetic individual who appears enthusiastic to colleagues, adapting to persist in reaching goals dealing positively with setbacks and remaining positive
- An interpersonally astute and sociable person who relates to a wide variety of people and is able to work well in a team
- A well organised person who double checks own work to make sure that it is accurate, thoroughly prepares for meetings or conversations; organises own thoughts and materials before hand and checks tasks to ensure that everything is as it should be
- Educated to at least A-Level standard

Desirable:

- Experience of travel in Ghana
- An understanding of poverty reduction
- Successful experience of fundraising and marketing communications