



Registered Charity Number: 1149988

Fighting poverty in Lawra, Upper West Ghana

www.ateghana.org

Job Description: Operations Officer (7-14 hours per week)

Start Date: January 2016

Salary: £30,000 per annum pro rata

ORGANISATION:

[ATE Ghana](http://www.ateghana.org) (charity number 1149988) is just three years old but is already, a well-respected, fast growing charity aiming to reduce poverty in Lawra, 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."

ROLE:

The Operations Officer is an exciting, brand new position based in the UK, which will provide vital support to ATE's expanding projects and operational activities. Reporting directly to the Chief Executive (CEO), the Operations Officer will have a range of responsibilities including: policy development, specific project research and support, monitoring and evaluation of selected projects in Ghana.

This role will be 7 to 14 hours per week, with a flexible work schedule. The successful candidate will be able to work partly from home and partly from the ATE office (based in Wiltshire), to be decided in consultation with the Chief Executive.

The role may 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:

- Research and develop policies in line with the needs of the charity, ensuring they are fully compliant with external standards and legislation, for agreement by trustees
- Contribute to the review and development of information management systems, operational and administrative procedures
- Undertake research on specific topics as requested by the CEO, collate information, analyse data and report on findings to CEO, project leads and trustees as relevant
- Develop improved monitoring and data collection systems, record issues, analyse data and report to CEO, project leads and trustees as relevant This will include specific responsibility for the monitoring and evaluation of BizATE and SNAP project areas in Lawra
- Work with the CEO on specific projects in Ghana, providing support, knowledge and ideas
- Participate in , and support, key project meetings
- Write and design communications to donors
- General operational support to the organisation as requested by the CEO (including fundraising)

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 Lawra
- Experience of working in developing countries or for development focused organisations
- Educated to degree level
- Excellent organisational skills with the ability to prioritise a heavy workload
- An excellent working knowledge of Microsoft Office (Outlook, Excel, Word and PowerPoint)
- Outstanding written and verbal communication skills
- Excellent interpersonal skills and the ability to communicate well with a broad range of people
- A methodical and meticulous approach with attention to detail
- Ability to work in a team and alone, applying initiative and common sense
- Enthusiastic and results driven
- Experience of working to and meeting deadlines.
- A very flexible, adaptable person who is able to work effectively in a variety of roles and locations including very basic living conditions

Desirable but not essential:

- Experience of working in Ghana
- Educated to a masters level (in a related subject area)