



Registered Charity Number: 1149988

Fighting poverty in Lawra, Upper West Ghana

www.ateghana.org

Job Description: Operations and Projects Support Officer

Hours: full time

Start Date: as soon as possible

Salary: £22,000 per annum

ORGANISATION:

ATE (Action Through Enterprise) is a UK registered charity and registered NGO in Ghana which reduces poverty in Upper West Ghana by delivering some key initiatives in education, enterprise and social change. Established in 2012, this dynamic, fast growing and well-respected charity requires a competent, detail focused individual to play a key supportive role within the team to help drive the organisation forward. The agreed vision and strategic direction is summarised 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, Upper West Ghana by 2020 through social and economic development."

ROLE:

The Operations and Projects Support Officer (OPSO) is an exciting position based in the UK, with a wide variety of responsibility. With a significant focus on financial and general administration, the OPSO reports directly to the Chief Executive and will have significant involvement in the running of ATE's projects in Ghana. This would be ideal for an aspiring development worker with excellent administrative skills and the ability to multitask.

This role is full time. The successful candidate will be expected to work from the ATE Office in Ramsbury on a Wednesday and Thursday each week, other working hours can be carried out flexibly from home or the office, this will be negotiated with the Chief Executive.

GENERAL RESPONSIBILITIES

Financial Administration

- UK bookkeeping
- Ghana bookkeeping
- Working with the Chief Executive on budgeting and financial planning
- Managing payroll in UK and Ghana
- Responsibility for incoming and outgoing monies including; paying invoices, coordinating expenses, banking donations and record keeping
- Coordinating the transfer of money between UK and Ghana
- Submitting gift-aid documentation to HMRC
- Providing a weekly financial overview to the Chief Executive
- Involvement in cash flow analysis and prediction

Fundraising

- A fundraising target of £30,000 in year 1
- Networking, connecting and being an ATE ambassador
- Planning and implementing fundraising campaigns

Project Work

- Supporting all projects where needed
- Planning, implementing and evaluating discrete projects
- Collecting and evaluating data for discrete projects
- Report writing including creation of recommendations
- Research on current trends and relevant related work in the International Development field

General Administration

- Ordering office/fundraising supplies
- Managing incoming and outgoing post
- Responding to admin related emails
- Filing – creating and managing hard copy/online filing systems
- Management of the database (salesforce)
- Providing an administration service to the Chief Executive and Programmes and Development Officer across the range of their work

Communications

- Overseeing regular posting on all social media sites
- Regular reviewing and updating of website
- Writing regular website news posts
- Making phone calls and writing thank you letters or emails in response to donations or practical support
- Writing new stories about ATE's work
- Coordinating the ATE newsletter – creating content, printing, sending out
- Management of 'ATEGhana' email address hosting system including setting up new email addresses where needed
- Creating fundraising materials e.g. posters
- Supporting fundraisers and fundraising by setting up and maintaining fundraising pages and blogs

PERSON PROFILE

Essential

- An interest in poverty reduction and overseas development work
- A degree or equivalent in a related field
- An excellent relationship builder
- Outstanding organisational skills with initiative and drive
- A multi-tasker who is able to prioritise under pressure
- Financially literate
- Excellent organisation and administration skills
- An excellent knowledge of Microsoft Office (Outlook, Excel, Access, Word and PowerPoint)
- Outstanding written and verbal communication skills
- A methodical and meticulous approach with excellent attention to detail
- Flexibility and adaptability to changing workloads
- Enthusiastic and results driven
- Experience of successfully working to and meeting deadlines
- A proven ability to work with people from a diversity of cultures and backgrounds
- A ability to get on with people and remain positive when facing challenges

Desirable but not essential

- Bookkeeping experience
- Experience of working/volunteering overseas, in a rural developing world setting
- Fundraising experience