

Job Description



Job Title: Interim Director of Operations, Action Through Enterprise

Reports to: Chief Executive, Action Through Enterprise

Direct Reports: See attached Organogram

Location: Lawra Municipal, Upper West Region, Ghana - some flexible remote working will be considered for the right candidate

Background

ATE is a small, dynamic UK charity that delivers a range of programmes in education, enterprise, inclusion and social change to improve the lives of children and adults in rural Lawra Municipal, Upper West Ghana. This life-changing work is carried out through delivering a range of integrated support in what we call a Hub Model, which concentrates activities and resources for maximum impact – we currently have 5 hubs spread across the municipal. The Director of Operations plays a crucial role in the implementation of our ongoing work: directing and managing people and projects to ultimately deepen impact and widen access to support. We have made huge strides in the last 18 months to grow, professionalise and develop with great improvements made and are looking for a brilliant candidate who can support us in this exciting and critical phase to balance growth whilst keeping our core mission central to everything that we achieve.

Job Purpose

To direct and manage all ATE's operations in Lawra and develop the 30 staff members who carry out our work, all in accordance with ATE strategy, values and commitment to safeguarding and equity, diversity and inclusion. Working in collaboration with the ATE Leadership Team across the UK and Ghana, line managed by the Chief Executive, the Director will drive forward a year of growth in 2021 with the creation of a new Hub of Development in a deprived rural community whilst continuing to deepen the impact of existing work. The expectation is that the new Interim Director of Operations makes a measurable difference during their 12 month contract, improving ATE's capacity and further training and empowering our local leaders to continue to make sustainable change in their own community.

Job responsibilities

- Overall responsibility for the successful implementation and monitoring of all ATE programmes in Lawra Municipal through the ATE Hub Model
- Leadership and management of the ATE Ghana team, including effective line management of senior staff, and recruitment where needed
- Professional development of the Ghana team, including creation and implementation of a training plan which maximises local leadership
- Efficient and transparent management of all local financial processes and an international financial system
- Professionalisation and improvement of in-country processes and systems where needed
- Support selection and implementation of a new Hub of Development in Q2 2021
- As ATE's most senior ambassador in Ghana, development and maintenance of key stakeholder relationships to increase the connectivity of ATE and increase opportunities for partnership with e.g. Local and National Government, complementary NGOs currently operating in Ghana, UK High Commission.
- Contribution to the development of ATE strategy and, as required, fundraising and communications
- Regular reporting to, and close collaboration with, the UK management team

Person Specification

Essential

- Experience in international development
- Demonstrated passion and commitment to drive and create sustainable positive change through innovative grassroots development work
- Excellent interpersonal skills with the ability to persuade, negotiate and influence, the ability to build up rapport and effectively conflict manage
- A proven track record in successful management of development projects
- Significant experience of successful people leadership, line management and capacity building, empowering staff to grow their skills and confidence to thrive
- Experience of living and working/volunteering in rural Africa
- Demonstrated ability to work cross culturally, with strong interpersonal skills and the ability to build excellent relationships
- Kindness and fairness with proven integrity, enthusiasm, tenacity and resilience
- Ability to prioritise multiple tasks at the same time, work effectively under pressure and meet tight deadlines

- Excellent planning, organisational and problem solving skills
- An understanding of small international NGO's and the importance of transparency, honesty and close teamwork
- An understanding of organisational fundraising and communications, and their importance to a small NGO
- A bachelors degree (or equivalent) in a related field

Desirable but not essential

- Experience of living and working in rural Ghana (ideally the northern regions)
- Experience of working at a senior level in a small INGO
- A masters degree (or equivalent) in a related field

Terms and Conditions

- Fixed Term 12 month contract
- Salary: between £15,000 and £20,000
- Notice period 2 months
- If required, ATE will provide basic accommodation in Lawra and basic travel costs