

Job Description: Hub Manager

Interview date: Thursday 15th February

Proposed start date: Monday 4th March (to be discussed)

Salary: 1800 GhC per month gross starting salary, plus reasonable expenses

Organisation:

Action Through Enterprise (ATE) was established in 2012 and is now a well-respected, fast growing charity aiming to reduce poverty in Upper West Ghana by delivering key initiatives in education, enterprise and inclusion. Information about the work of ATE can be found at www.ateghana.org.

Role:

The Hub Manager is an exciting position based in Lawra that will be responsible for delivery of ATE poverty reduction programmes in ATE's Hubs within the Municipality – a Hub is a rural area which serves a number of communities. Working as part of a dynamic team, this role is full time and will occasionally include some weekend and evening work.

The person in this role must be a confident communicator in written and spoken English and spoken Dagaare, hold a current motorbike licence and provide their own motorbike to travel across Lawra Municipal multiple times per week. They must also have their own smartphone to access email and WhatsApp. ATE will provide reasonable expenses including fuel, phone credit and maintenance of the successful candidates motorbike. The person should be able to easily commute to the ATE Office in the town centre.

General responsibilities:

- Implement ATE's programmes in ATE's rural Hubs of Development and surrounding areas
- Ensure a regularly presence in the communities served within the rural Hubs
- Build and maintain relationships with key stakeholders in the designated rural communities
- Talk to community members about ATE's work, ensuring they understand how to access and find out more information each program (e.g. attending/ arranging meetings and events)
- Look for opportunities for ATE's key programmes (access to education, small business development and special needs awareness) to work together in the Hub to lift people out of poverty
- Build up a strong understanding of the challenges facing the people living in the Hub, and use this understanding to link individuals to ATE's work and bring ideas and improvements to ATE's work
- Monitor the school feeding programme in the Hub's junior high schools at least twice per week and be responsible for monitoring attendance and other data on a monthly basis
- Managing a positive relationship with the headteacher, cooks and school staff through regular communication and attend all PTA meetings where appropriate
- Supervise the purchasing, managing and delivery of food ingredients for school feeding
- Carry out interventions at the school and in the community to support access to education
- Support selection of small business owners (SBO), VocATE apprentices and dry season farmers in your Hub, and provide monthly mentoring to ensure they follow their business plan to run successfully
- Participating fully in planning, organising, carrying out and evaluating business development training for SBO's
- Work with ATE's SNAP team to support disabled children and their parents in your Hub

- Write and submit high quality Monthly Reports on your activities on time, including accurate monitoring data, and provide regular updates into the team WhatsApp chat including photos
- Manage the collection of additional data related to the school, small business owners and other projects in your Hub as and when required and keep organised files relating to your role
- Attend team meetings, and work closely with other staff, volunteers and the Senior Leadership Team as required

Person Specification

Essential:

- An interest in poverty reduction and a desire to help make positive changes to the lives of people and communities in Lawra Municipal. Enthusiastic for the work ATE is carrying out in Lawra
- Competent computer skills including the ability to use Word, email and basic Excel
- Excellent at building and maintaining positive working relationships with team mates and key stakeholders
- A sociable person able to communicate clearly and respectfully to people at all levels
- Responsible, accountable, able to advocate for others and input ideas for programme development
- Hardworking, flexible, adaptable, and able to work well in a variety of roles and locations
- Works well independently, uses initiative to problem-solve, and also work collaboratively as part of a team
- Extremely honest and trustworthy, not susceptible to corruption
- Fluent in Dagaare, excellent spoken and written English language, and able to translate from Dagaare to English
- A confident moto rider with a motorbike driver's licence and reliable access to a motorbike
- Own a smart phone to access email and WhatsApp for work communications

Desirable but not essential:

- Knowledge of ATE's projects and programmes
- An understanding of poverty reduction
- Experience of living and/or working in Lawra Municipal
- Previous secretarial or administrative experience

Application Instructions:

Please complete the google form which requires you to upload a one-page CV with contact details for two references, and write a 500 word supporting statement. Go to: bit.ly/ATEhubmanager
If you have any difficulty with accessing or completing the google form – please contact the ATE Management Team at admin@ateghana.org or Lawra Manager Kaamil on 0208234391

The deadline for applications is: Friday 9th February, 12pm

Disclaimers

- ATE is a fair, non-discriminatory employer and will consider all applications, shortlisting on merit and suitability against our recruitment policy.
- You will be asked to declare any personal or family relations with current ATE employees - this will not affect your application.