

## **Recruitment of a Hub Manager in Nandom**

### **Organisation:**

Action Through Enterprise (ATE) was established in 2012 and is now a well-respected, fast-growing charity aiming to transform communities and create opportunities 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](http://www.ateghana.org).

### **The role:**

The Hub Manager is an exciting new position based in Nandom that will be responsible for launching and driving forward ATE's delivery of poverty reduction programmes in the first Hub in Nandom 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 Nandom 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 Nandom town centre.

### **General responsibilities:**

- Carry out community entry activities, including relationship building, stakeholder engagement, running meetings, etc
- Launch and drive forward delivery of ATE's programmes in Hubs of Development in Nandom
- Build and maintain relationships with key stakeholders in the designated rural communities, including community leaders, headteachers, cooks, school staff, community members, health workers, etc.
- Ensure a regular presence in the communities served within the rural Hubs, build up a strong understanding of the challenges facing the people living in the Hub, and bring ideas and improvements to ATE's work
- Supervise the purchasing, managing and delivery of food ingredients for school feeding, and monitor the Hub's junior high schools at least twice per week. 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 disability team to support disabled children and their parents in your Hub
- Organising and delivering regular community meetings/ durbars
- Write and submit high quality monthly reports on your activities, including accurate monitoring data, and provide regular updates and photos to the team
- Manage the collection of additional data related to the school, 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 Nandom Municipal. Enthusiastic for the work ATE is carrying out in Nandom.
- 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 Nandom Municipal
- Previous secretarial or administrative experience

### **Application Instructions:**

Please complete the google form at the link below. This requires you to upload a one-page CV with contact details for two references, and write a 500 word supporting statement.

Application link: <https://forms.gle/6BnnuroiGwRhHiYS8>

If you have any difficulty with accessing or completing the google form – please contact the ATE Management Team at [admin@ateghana.org](mailto:admin@ateghana.org) or District Manager Kaamil on 0208234391 **during work hours only.**

**The deadline for applications is:** Thursday 15<sup>th</sup> August, 5pm GMT

**Interview dates:** 19<sup>th</sup>-22<sup>th</sup> August

**Proposed start date:** 2<sup>nd</sup> September

**Salary:** 1800 GH¢ gross per month

### **\*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.

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[@ATEGhana](https://www.instagram.com/ATEGhana)

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