

Recruitment of two SNAP Coordinators 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.

The roles:

We are looking for two kind and enthusiastic individuals to launch and drive forward our SNAP programme (Special Needs Awareness Programme) in Nandom. The SNAP Coordinators will work in rural communities to seek disabled children who are currently excluded from society and then lead ATE's innovative and important work with disabled children and their families, both out in rural communities and in our Inclusion Centre. You can read more about the SNAP programme here:

<https://ateghana.org/s-n-a-p/>

We are looking to recruit:

- One coordinator with a **play focus** – responsible for running the play scheme for disabled children, organising educational, fun and stimulating activities
- One coordinator with a **health focus** – responsible for supporting the health and welfare of SNAP members, connecting them to relevant health services, and advocating for and encouraging the carers

Both coordinators will work together to launch and run our innovative and responsive programme in Nandom - advocating for and improving the lives of disabled children and their families.

The people in these roles must be confident communicators in written and spoken English and spoken Dagaare, hold a current motorbike licence and provide their own motorbikes 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 motorbikes. The successful candidates should be able to easily commute to the ATE Office in Nandom town centre. Some travel to the ATE office in Lawra for training will be necessary - transport costs will be covered.

General responsibilities:

- Working in communities to seek disabled children currently excluded from society
- Building and maintaining excellent relationships with the families of disabled children, establishing trust and providing support and friendship
- Coordinating monthly SNAP group meetings – running interactive sessions for the children and their carers
- Delivery of a play scheme for disabled children in ATE's Inclusion Centre and out in rural communities
- Supporting community outreach work to enable disabled children to access education and healthcare, and to enjoy their rights free from discrimination. This includes carrying out regular visits to homes, schools and communities.
- Renewing health insurance cards for disabled children and mothers
- Supporting record keeping and data collection of our members within the programme
- Advocating for the rights of disabled children at all levels of society, including in the health, welfare and education sectors
- Supporting delivery of regular Hub community meetings/ durbars

- Providing excellent reporting and photos of the work
- Attending team meetings, and working closely with other staff, volunteers and the Senior Leadership Team as required

Person Specification

Essential:

- Be sensitive, kind and enthusiastic when interacting with disabled children and their parents
- Be able to organise and run exciting and enjoyable group activities with disabled children
- Be confident when speaking with community members and leaders
- Be an outstanding relationship builder with all members of the community, from senior leaders to the most vulnerable
- Be a positive team player who enjoys working with others
- Be motivated to make change in the community
- 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
- Competent computer skills including the ability to use Word, email and basic Excel
- 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 and/ or disability and inclusion
- Experience of teaching or childcare
- Experience in physiotherapy, social work, or in health more generally
- 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 or District Manager Kaamil on 0208234391 **during work hours only.**

The deadline for applications is: Thursday 15th August, 5pm GMT

Interview dates: 19th-22th August
Proposed start date: 2nd September
Salary: 1400 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.

[facebook.com/ATEGhana](https://www.facebook.com/ATEGhana)

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