

Recruitment of a Hub Coordinator in Nandom

Organisation:

Action Through Enterprise (ATE) is changing lives in rural Ghana through education, enterprise and inclusion. We work with local communities tackling poverty, creating opportunities and switching on hope. Since 2012, our transformational work has touched the lives of more than 27,000 people. More information about our work can be found at www.ateghana.org

The role:

We are seeking a motivated and community-focused individual to join our team as a **Hub Coordinator** based in Nandom Municipality. In this exciting role, you will work directly with communities, schools, small business owners, farmers, children with disabilities, and local leaders to help deliver programmes that reduce poverty and improve lives across Nandom.

The role requires regular travel across rural communities and a strong commitment to relationship-building, problem-solving and community development. 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. 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. Occasional evening and weekend work may be required.

Key responsibilities:

Community engagement and programme delivery

- Lead community entry activities, including stakeholder engagement, relationship building and community meetings
- Coordinate and support the implementation of ATE programmes within Hubs
- Build and maintain positive relationships with community leaders, teachers, school cooks, health workers, parents and other stakeholders
- Maintain a regular presence in the Hubs to understand local challenges and identify opportunities for programme improvement
- Organise and facilitate community meetings, durbars and engagement activities

Education and school support

- Supervise the purchasing, management and delivery of food ingredients for school feeding
- Monitor partner junior high schools within the Hub at least twice per week
- Deliver interventions and case work that improve access to education and student wellbeing
- Collect and maintain accurate programme and school data as required

Enterprise and livelihood support

- Mentor and support small business owners, apprentices and dry season farmers within Hubs
- Conduct regular formal and informal visits to monitor progress
- Support the planning, delivery and evaluation of business development training programmes
- Support recruitment of new entrepreneurs, farmers and apprentices

Inclusion and disability support

- Collaborate with ATE's disability team to support children with disabilities and their families
- Promote inclusive participation across all programme activities
- Attending monthly SNAP inclusion meetings in your Hub

Monitoring, reporting and administration

- Prepare and submit high-quality monthly reports with accurate monitoring and evaluation data
- Provide regular updates, photos and field information to the wider ATE team
- Maintain organised records and documentation related to Hub activities
- Attend staff meetings and collaborate effectively with colleagues and volunteers

- Work closely with the Impact team, supporting analysis of information to inform future projects

Person specification

The successful candidate will demonstrate:

- A strong interest in poverty reduction and community development
- Excellent written and spoken English, with fluency in spoken Dagaare
- Ability to translate accurately between Dagaare and English when required
- Strong interpersonal and communication skills, with the ability to engage respectfully with people at all levels
- The ability to work independently, take initiative and solve problems effectively
- Strong teamwork and collaboration skills
- Honesty, integrity and accountability
- Flexibility and willingness to work across different communities and responsibilities
- Basic computer skills, including Microsoft Word, email and basic Excel
- Ownership of a smartphone with access to email and WhatsApp
- A valid motorbike licence and confident riding ability
- Reliable access to a motorbike for regular travel across the Municipality
- Ability to commute regularly to ATE's office in Nandom town centre

Desirable but not essential:

- Experience working in community development, education, livelihoods or social programmes
- Understanding of poverty reduction approaches
- Knowledge of ATE's programmes and activities
- Experience living or working within Nandom Municipality
- Previous administrative or secretarial 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/dsqKJWKQwz9iJAZU7>

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

The deadline for applications is: 24th June 2026

Interview dates: 29th-30th June 2026

Proposed start date: 6th July

Salary: 2000 GH¢ gross per month starting salary, plus reasonable expenses

Equal Opportunities

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