

Recruitment of an Inclusion Coordinator in Lawra

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 a kind, hardworking and value-driven individual to join our small team working on our Inclusion programme in Lawra. The Inclusion Coordinator will work in rural communities to support disabled children to ensure they are included in society. You can read more about our Inclusion Programme here: <https://ateghana.org/s-n-a-p/>

The successful candidate will run our innovative and responsive programme in Lawra East (Dowine, Kalsagri and communities around these areas) - advocating for and improving the lives of disabled children and their families. This is a field-based role, with some office work in the ATE Inclusion Centre to ensure data and records are up to date.

The Inclusion Coordinator will spend most days in rural communities supporting disabled children to access healthcare, education and social welfare payments. They will also run monthly support groups in Dowine and Kalsagri, visit disabled children in schools and provide play in rural homes. They will be an advocate for these children and their families.

This person must be a confident communicator in written and spoken English and spoken Dagaare, hold a current motorbike licence and provide their own motorbikes to travel into rural communities at least 4 days each 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 candidate should be able to easily commute to the ATE Office in Lawra town centre.

This role would be perfect for someone with experience or education in teaching, social welfare or health care. A passion for inclusion is vital, as is the desire to make a difference to the lives of vulnerable families.

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/BrssquMcKYZYkU5X8>

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: Wednesday 28th October 2026

Interview date: Wednesday 4th November 2026

Proposed start date: as soon as possible after interview

Salary: 2100 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://twitter.com/ATEGhana)

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