



COUNTRY DIRECTOR - GHANA  
APPOINTMENT BRIEF

MAY 2017



## INTRODUCTION

Lively Minds are seeking a highly motivated and experienced individual to lead their Ghana team and help them to take their innovative programme and organisation through an exciting period of transformative growth. An excellent project manager with experience of both grassroots development work and advocacy/stakeholder management, you must be a self-starter with excellent interpersonal and influencing skills and be able to lead and motivate Lively Minds' local team and stakeholders to deliver their educational programme to the highest quality standards. Their goal is to ensure that the programme can be delivered by government, at low-cost, in resource-poor and remote villages, so you must be flexible and able to find creative low-cost solutions that can achieve quality results in this context.

## ABOUT LIVELY MINDS

Lively Minds is an award-winning charity working to improve the lives of deprived children in rural Ghana and Uganda through an innovative early childhood care and education (ECCE) programme.

They believe that one of the main barriers to ECCE is that parents in remote communities lack the information, education and aspiration to provide basic and cheap opportunities for their children.

Their behaviour change programme involves empowering uneducated and marginalised mothers to run educational play schemes for pre-schoolers and to provide better home-based care, using cheap local resources. Not only does this result in positive outcomes for child development, but also has positive impacts for the mothers too.

These are exciting times for Lively Minds. Having proven the success of their programme model at small-scale, they are now entering a test and transition stage to find effective and cost-effective ways to scale up by incorporating the programme into existing government systems.

With support from high profile funders, over the next three years they will roll out the project to 250 schools, at the same time transferring ownership and delivery responsibility to the Ghana Education Service.

In addition, an award-winning international evaluation institution will be conducting a randomised control trial of the programme, which they aim to use to build the case for government adoption and replication.

Lively Minds are looking to grow their senior management team so that they have the capacity to scale up in both Ghana and Uganda, and then to expand the programme into new countries so that they can have a genuinely large impact in tackling the global early childhood development crisis.



## THE ROLE

The Country Director will lead Lively Minds' Ghanaian operations and coach their team through the process of expanding and transforming ECCE programmes.

Key responsibilities include strategic and operational planning and implementation, ensuring the programme is successfully transferred to government, staff management and financial accountability.

## COUNTRY DIRECTOR

**SALARY:** £38,000 - £42,000 p/a, depending on experience. Benefits include: five-week annual leave (to be taken at specified times), travel insurance, one international flight per annum, use of office car in non-work hours. If the appointed candidate is a UK citizen, they will also get a 2% pension.

**LOCATION:** Tamale, Ghana – with frequent travel to Lively Minds' second office in Bolgatanga.

**PURPOSE:** Strategic and operational planning and implementation; ensuring the Ghana programme is successfully transferred to government; staff management and financial accountability.

**REPORTING:** Chief Executive Officer

## RESPONSIBILITIES

### ***Strategic development***

- Contribute to the global strategy for Lively Minds;
- Develop and implement plans to support the achievement of strategic goals;
- Identify and drive forward strategic funding and partnership opportunities.

### ***Implementation accountability***

- Lead and support the team to develop and implement detailed strategies and plans to identify and sequence the activities needed to successfully deliver the programme's outputs and outcomes, responding to performance data captured in monitoring activities and proactively mitigating against risks;

- Ensure that the project is implemented to the highest standards, tracking KPIs, coaching the team to actively manage risks, engage stakeholders, respond to challenges and make adjustments as necessary to ensure the successful completion of the project;
- Identify ways to improve the programme, curriculum, approaches, systems and practices;
- Be accountable for financial management of the team, ensuring strong accountability and value for money is achieved;
- Work with our UK Monitoring and Evaluation Officer to evaluate performance and use learnings to refine and improve the project;
- Contribute to fundraising proposals and reports (financial and project/narrative).

### ***Stakeholder engagement & transfer ownership of programme to government***

- Ensure that the transfer of ownership to national and local government is as successful as possible by creating and marketing a joint vision, negotiating detailed plans to achieve this, identifying skills and system weaknesses and creating solutions to these, tracking performance and holding stakeholders to account, developing non-monetary incentives, and energetic leadership;

- Top-level national engagement (policy-makers, officials, academics; multi and bi-lateral funders, other NGOs/ECD practitioners): to gain the buy-in and active engagement in all aspects of the programme, with the aim that government will adopt and fund the programme after the completion of the grant.

### ***Leadership and team development***

- Coach and train staff and stakeholders ensuring strong staff development and performance of all staff;
- Manage project staff and where necessary interview, recruit and train staff and/or contractors.

### **PERSON SPECIFICATION**

- Minimum of five years of project management experience with demonstrated results, managing people, budgets and activities;
- Stakeholder engagement experience and demonstrable results of influencing others;
- Experience of coaching and training others;
- Ability to manage a complex and varied workload and to work under pressure;
- Excellent communication skills, both oral and written;
- Experience of behaviour-change projects;
- Experience of working in rural communities;
- Experience working with international donors and grants.

### **QUALIFICATIONS/ EDUCATION**

- Bachelor degree in a related field or similar professional experience.



## HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, please complete our online application form and submit the following information – **preferably in MS Word**:

- An up-to-date curriculum vitae (of no more than 3-4 sides of A4)
- A detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable. (Please look at “Advice for Candidates” on the Oxford HR website for hints on how to write a successful statement).
- The Oxford HR Online Form, which provides us with the key information we will need to take your application through to interview. Please note: also enclosed with this form is Oxford HR’s Equal Opportunities Form. You are under no obligation to complete this. Any information you do provide will only be used in accordance with the Data Protection Act 1998, and will remain confidential. It will not be used as part of the selection process.

N.B. The documents should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (yyymm)  
e.g:

- Pat-Jones-CV-1502
- Pat-Jones-Statement-1502

<b>Closing date</b>	26 June 2017
<b>Preliminary interviews</b>	w/c 10 July 2017
<b>Final Panel Interviews</b>	w/c 24 July 2017

These dates may be subject to change, and applicants will be advised in advance should this happen.

## SELECTION PROCESS

All candidates will receive feedback within four working days of the closing date. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

## EQUALITY STATEMENT

Equality and diversity is at the core of Lively Minds values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please contact **Thibaut Mills** at [livelyminds-cd-ghana@oxfordhr.co.uk](mailto:livelyminds-cd-ghana@oxfordhr.co.uk) in the first instance.

## ABOUT OXFORD HR

Oxford HR operates globally - mainly within the international development and UK charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



**OXFORD HR**  
WORLD LEADERS

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