



EduSpots Ghana – Educational Partnerships Manager

Job Description

Location:	Tamale, Ghana
Reporting to:	Head of Fundraising and Partnerships and the Ghana Team Coordinator
Remuneration:	Between GHc 2000-2,800 per month, depending on experience
Hours:	5 days per week
Contract:	Permanent
Apply by:	Monday 28th February, at noon (we may interview ahead of the deadline)
Start date:	As soon as possible, but with some flexibility

About Us

EduSpots is a global charity delivering community-led change through education. We work collaboratively across Ghana, the UK and wider Africa to enable individuals and communities to create the future they want to see through education.

Since 2015, we have created a network of 50 Spots or community-led libraries, delivering over 120,000 books to support 15,000 annual library users. Our flagship Community Leadership in Education programme aims to equip current volunteers with the understanding, skills and mindset to lead change in their communities through education.

We work with over 40 schools in the UK and Ghana who engage with the project through active citizenship education projects, and through our four online courses. We won the national Tes International Award sponsored by the British Council in 2018 for our innovative and impactful approach to global learning and citizenship education. Our Founder was selected as a Finalist for the 2021 Varkey Foundation Global Teacher Prize.

About this role

This role will enable you to take the lead in overseeing our innovative and widely acclaimed school and university partnerships engagement in the UK, Ghana and more widely. We are looking for someone with experience in education (ideally as a teacher) with very strong interpersonal skills, able to build relationships with individuals and schools and tailor programmes and responses to meet their needs and context. A belief in the value of school partnerships, student engagement with development projects and wider intercultural learning is essential.

We are looking for a dynamic individual with outstanding communication skills on page and in person. You will need strong IT skills, with an ability to manage multiple priorities and relationships independently. You will also have an ability to adapt your communication style to different cultural contexts, understanding the challenges and time pressures that come with working within a school context. We are looking for someone with the ability to inspire young people and teachers to engage with EduSpots' work, empowering them with the opportunities and skills to create a meaningful difference.

Main Duties and Responsibilities

The key responsibilities of this role are as follows:

School Partnerships (mainly focused on UK-based partnerships)

Under the direction of the Head of Fundraising and Partnerships (working closely with the CEO and the Ghana Team Coordinator), your tasks may include, but are not limited to, the following:

- Overseeing the advertising, delivery and certification of our four online courses in leadership and action, postcolonial perspectives, social entrepreneurship and global development.
- Supporting the development and delivery of school partnership projects linked to EduSpots' work.
- Supporting fundraising events and developing new channels of income from UK and international schools.
- Leading on the communication of all our school partnerships work (through social media, our website, newsletters and reports)
- Supporting basic design work relating to school partnerships work.
- Managing and developing a network of school-based volunteers.
- Acting in accordance with our child protection policy.

University Partnerships

Under the direction of the Ghana Team Coordinator, your tasks may include, but are not limited to, the following:

- Supporting the creation and management of a new network of university ambassadors across Ghanaian, UK and international universities.
- Create a programme of support, and engage them in promoting and supporting EduSpots' work.
- Increase engagement in our online courses at Ghanaian schools and universities.
- Exploring other paths for strategic relationships with universities in Ghana.

Wider Partnerships Development

Under the direction of the Ghana Team Coordinator, your tasks may include, but are not limited to, the following:

- Building relationships with Ghanaian authors and publishers to engage them in our monthly author talks, and to enable low-cost or free book provision in line with our 2022 aim of ensuring all Spots have a significant local author section.
- Exploring options for selling our own in-house Kwame's Adventures and phonics books and resources.

- Supporting wider partnerships development, where needs arise linked to our strategic development.

Other

- Being a dynamic presence in the EduSpots network, consistently encouraging all volunteers and staff members to progress their impact and participation in EduSpots's core mission.
- Overseeing the creation of invoices and supporting monitoring and evaluation relating to all our school partnerships work.
- Assisting with the provision of information for making or reporting on grant applications across our programmes.
- To act at all times in line with the expectations of staff as set out in the Staff & Volunteers Handbook, and other relevant policies and procedures.
- To carry out all other duties as reasonably required under the job role, to support the wider work of the organisation.

Applications

Please send an up to date CV and a covering letter explaining your interest in this role to Miss Cat Davison, Chair, at info@eduspots.org . We need to receive this by 28th February at noon, but may interview ahead of the deadline.

This job description will be reviewed annually and may be subject to amendment or modification at any time in consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role.

All posts are subject to safeguarding checks and procedures prior to appointment.