

 **EduSpots Ghana – Programme Coordinator**

**Job Description**

Location: Tamale, Ghana

Reporting to: Ghana Country Team Coordinator

Remuneration: Between GHc 1,800-2,500 per month - pro-rata to 3 days per week. The salary is dependent upon experience.

Hours: 3 days per week. A full-time role will be considered for the right candidate.

Contract: Permanent

 **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 is key to supporting the work of the EduSpots Country Team Coordinator and our wider Ghana team through offering a range of areas of support to the delivery of our core education programmes. This includes our Community Leadership in Education (CLEd) programme, our EduLit and EduSTEM programmes and our extensive school partnerships engagement with UK and Ghanaian, including the delivery of our four online courses and our student ambassador programmes. Working in our office base in Tamale under the direction of the Ghana Country Team Coordinator, you will use skills to contribute to the effective running of the Charity and to the successful delivery of our projects, programmes and communications.

**Main Duties and Responsibilities**

The key responsibilities of this role are as follows:

CLEd Programme

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

* Providing administrative support to ensure all elements of the CLEd programme run smoothly and create impact for our Catalysts and communities.
* Supporting capture, accurate recording and analysis of data from Spots and other sources.
* Helping to produce impact reports on the CLEd programme.
* Helping to communicate the impact of the CLEd programme across our website and social media feeds.

Schools Partnerships Support

Under the direction of the Fundraising and Events Manager, your tasks may include, but are not limited to, the following:

* Supporting the successful delivery of online courses including moderation of comments and participant posts and providing feedback, and supporting the certification process.
* Supporting with the development of a university ambassador programme in Ghana.
* Supporting various educational partnership projects with UK schools.

Other

* Supporting with the EduLit and EduSTEM programmes and clubs.
* Assisting with the provision of information for making or reporting on grant applications across our programmes.
* Assisting with general organisation administration as required.
* 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.

*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.*