

 **EduSpots Ghana – Literacy Club Coordinator**

**Job Description**

Location: Remote working (home based)

Reporting to: Head of Operations / Chair

Remuneration: To be agreed

Hours: 10 hours per week with hours split across the week

Salary: Competitive, in line with experience

 **About Us**

EduSpots is a UK and Ghanaian registered NGO which connects, trains and equips local volunteers to drive sustainable community-led change through education centres named Spots, with a strong focus on literacy development. Together, we are creating a movement of community-based educators.

Since 2016, through working with over 200 local volunteers, we have supported nearly 50 communities in creating community-led education centres named ‘Spots’, with an aim to move them towards our [‘Dream Spot Model’.](https://eduspots.org/eduspots-introducing-our-dream-spot-model/)  Our Ghanaian team creates collaborative learning opportunities through our Ignite and Community Leadership in Development Programme alongside training to lead our EduLit & EduSTEM clubs, alongside locally designed education projects.

We won the Tes International Award in 2018 for the best UK international education project and in 2021 our Founder was a Finalist in The Varkey Foundation’s Global Teacher Prize, supported by UNESCO. Do visit [www.eduspots.org](http://www.eduspots.org/) for further information.

**About this role**

This role is key to the successful development and delivery of EduSpots literacy clubs across our network. Working closely with the Head of Operations and the Chair, you will coordinate all aspects of the literacy club programme and its roll out across the network. You will work closely with Spot leaders, literacy advisors and our partner schools to do this, with the ability to motivate volunteers, advance the quality of education delivered locally, and support volunteers in overcoming local challenges in the process.

**Main Duties and Responsibilities**

* To coordinate all aspects of the EduSpots Literacy Clubs programme across the network.
* To work with volunteers to review and develop the current club model - creating, developing and rolling out a model for two distinct literacy clubs:
	+ 1) Early Years Literacy Clubs
	+ 2) JHS Literacy Clubs
* Updating our literacy handbook, and creating and updating an online learning hub, and supporting the development of EduLit literacy boxes and our own EduSpots literacy books and resources.
* Assisting Spots on a one-to-one basis to set up and run clubs effectively and make full use of books at the Spots, for example through book borrowing systems.
* To work with our international school partners, enabling them to support our literacy work whilst learning about education and development in the Ghanaian context.
* To provide information to Spots on the safe and effective running of their clubs, including providing child protection information.
* To assist with literacy training, and contribute to workshops, conferences etc. as required.
* To promote reading and literacy engagement across the network and beyond.
* To ensure that all monitoring and evaluation data for the clubs is collected and reported as required.
* To help build new partnerships to strengthen our literacy development work.
* To support the running of our online courses.
* To provide regular information and stories on the literacy club programme for our social media feeds, website and newsletters.

Other

* To carry out all other duties as reasonably required under the job role, supporting the wider work of the organisation.
* 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.

**Personal qualities, skills & experience**

● Self-motivated, proactive and able to work to maintain a high standard of performance with minimum supervision.

● Minimum of two years teaching experience in a related subject.

● Basic design skills - an ability to use Canva to create posters and certificates

● Strong IT skills and confidence in using social media channels

● Highly creative, with an ability to drive through improvements

● Strong written and verbal communication skills.

● A high level of attention to detail.

● Ability to respond to feedback effectively.

● Flexible with the ability to react to change and be adaptable

● A team player.

● Ability to create and foster a culture of respect, honesty and commitment to our values and organisational aims.

● A genuine passion for the value of reading, literacy development & understanding of their contribution to educational equity and community-led development more widely.

● A strong personal affinity with EduSpots’ mission, vision and values.

**How to apply:**

Please send a tailored covering letter and updated CV addressed to the Chair, Miss Cat Davison, at info@eduspots.org by Monday 8th August with a hope to meet shortlisted candidates for a first round interview in the week starting Monday 15th August.

For further information please see [www.eduspots.org](http://www.eduspots.org/) or contact us at info@eduspots.org

Also follow us on social media - @eduspots on Twitter and Facebook

**Note that due to volume of applications and staffing constraints we may not be able to contact all those who are unsuccessful. Please assume you are unsuccessful we do not contact you by 15th August.**

*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.*

*EduSpots is committed to the safeguarding of children. Appointment* *will be subject to child protection screening appropriate to the post.*