

**EduSpots Ghana – Head of Education Programmes**

**Job Description**

Location: Remote working (home-based in Ghana)

Reporting to: CEO

Hours: Part-time (full-time considered for the right candidate)

Salary: Competitive, in line with experience

**About Us**

EduSpots is an innovative, dynamic, and locally driven UK and Ghanaian registered charity which connects, trains, and equips voluntary community educators to create transformative literacy and STEM opportunities through education spaces named ‘Spots’, with a focus on female empowerment and environmental action. Together, we are creating a movement of community-based changemakers.

Since 2016, through collaborating extensively with over 250 local volunteers, we have supported 50 communities in creating and running community-led and owned education spaces named ‘Spots’, with a strategy to support them in moving towards our ‘Dream Spot Model’. We are developing a model for a community-led education space with accompanying network engagement that could have applications across the world.

Our 16-strong but entirely part-time and remote working Ghanaian team creates collaborative learning opportunities through our Ignite and Community Leadership in Development (CLEd) Programmes which include training to lead our EduLit, EduSTEM, EduKidz and Ignite Girls clubs, alongside locally designed education projects, reaching over 15,000 students of all ages annually. Read our 2022 Impact Report here.

We are in an exciting period of our development. We won the Tes International Award in 2018 and the Big Give Supporters’ Choice Award in 2022, and we were recently selected as a finalist for the Their World Scale-Up Innovation Prize. In 2021, our Founder was a Finalist in The Varkey Foundation’s $1 million Global Teacher Prize, supported by UNESCO, partly for her role in developing EduSpots.

We are excited by our future. Do visit www.eduspots.org for further information.

**About this role**

This is role is designed to focus on advancing the quality of educational outcomes across our diverse range of education programmes, underpinned by a strong understanding of our collaborative training and community-driven approach.

The post holder will also be a strong programme coordinator, with an experience of overseeing the day-to-day management of education programmes and events. They will have strong team management skills, overseeing and inspiring staff in part-time roles in literacy, STEM, environmental education and female empowerment.

We are looking for someone with significant experience in education delivery, both in a classroom and a community context. They are likely to be an experienced practitioner themselves, with the creativity and pedagogical skills required to make independent improvements to educational resources and programmes, ultimately enabling our volunteers to have the skills, confidence and understanding to drive sustainable and transformative change in their communities.

A strong leader with a learning mindset, they will be highly independent and self-motivated, able to manage multiple tasks and produce high quality outcomes within a mainly remote working environment.

**Main Duties and Responsibilities**

* To oversee the day-to-day management of our education team, line managing a team of four part-time programme coordinators who work with our voluntary Catalysts to lead community-based clubs in early years literacy, JHS level literacy, STEM and environmental sustainability, and girls’ empowerment.
* To oversee the overall delivery and development of our volunteer training programmes (The Ignite Programme, the Community Leadership in Education programme, and the Peer Mentoring Programme), ensuring that improving the quality of educational delivery is a constant focus.
* Complete oversight of the educational delivery at our regional and national conferences.
* Creating a process for supporting the creation of wider diverse programmes and projects developed and delivered by community volunteers.
* Ensuring child protection and safeguarding is at the heart of all our educational planning.
* Exploring ways to make our educational offering as inclusive as possible, working with volunteers to improve their own capacity, and adjusting their sessions to enable all learners to engage with our programmes and clubs.
* To support the creation of handbooks, resources & PowerPoints to meet organisational needs as requested.
* Supporting the monitoring and evaluation of our programmes, including supporting with programme report writing.
* Leading the development and appraisal of our education-focused staff team members, and the wider team.
* To play a key part of the middle leadership team, offering strategic insight to the development of the organisation.

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 Specifications

Knowledge & Experience

● At least 3 years’ experience in education management, including line management of a team.

● Experience in education resource design (e.g. curricula, student activities, teacher/facilitator guides)and programme development and management.

● An ability to create systems to improve quality of programme delivery at an organisational and local level.

● A strong training facilitator, with the ability to model outstanding pedagogy and inspire volunteers and staff members.

* Experience in online educational delivery of various forms.

● Experience of working with volunteers to drive educational change.

● Experience of home-based, online working

● Strong IT knowledge and skills

Personal Qualities & Skills

● Excellent team management and leadership skills, with the ability to support and inspire staff to improve performance outcomes.

● A strong educationalist, with a genuine passion for the power of education to transform lives.

● A team player with a belief in the value of collaborative approaches to learning.

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

● Exemplary written and verbal communication skills.

● Ability to work under pressure, prioritise and meet deadlines.

● Ability to respond to feedback effectively, always looking for improvements.

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

● A strong personal affinity with EduSpots’ mission, vision and values with a genuine passion for educational equity and community-led development, with the ability to work with grassroots volunteers.

Desirable

● Experience of working in a multicultural team

● Masters qualification in a related field

● Volunteer experience and commitment.

**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 12th June with a hope to meet shortlisted candidates for a first-round interview shortly afterwards, for a start date shortly afterwards.

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

*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.*