



## **EduSpots – Ignite Girls Coordinator**

Location:	Flexible
Hours & Contract:	16 hours/ week, remote working
Salary	Competitive, dependent on 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 community-led and owned education spaces named 'Spots', with a strategy to support them in moving towards our [Dream Spot Model](#). We are creating 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, EcoSTEM, 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](#).

EduSpots is in an exciting period of its development, with our new Ignite Programme launched in April gaining a multi-year grant alongside support from five competitive trusts and foundations. We won the Tes International Award in 2018 and the Big Give Supporters' Choice Award in 2022. 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](http://www.eduspots.org) for further information.

### **About this role**

In May 2023, we are in the process of launching our new Ignite Girls clubs programme, which is one of five strands in our wider Ignite Programme – communities choose which strands they want to lead at their Spots'. Ignite is being rolled out across our network through five regional conferences and ongoing support.

The Ignite Girls Club programme is led at a local level by community volunteers. They will set up a girls' club involving 20-25 girls in Junior High 1-3. They will meet at the Spot on a bi-monthly basis, with one session focused on delivering an action plan, and the second involving 1-1 and group mentoring. The themes that will be explored on a monthly basis include communication, menstrual hygiene, social entrepreneurship, sexual relationships and abuse, careers, and other topics identified as important through our communities. We estimate that 15 communities or more will set up Ignite Girls' Clubs.

The role of the Ignite Girls Coordinator will be to create the monthly content and training material for this programme, working closely with the Education Programmes Manager. You will oversee all elements of the coordination of the programme, working with the Peer Mentor for Ignite Girls to provide outstanding support for our local volunteers.

We are looking for a dynamic individual with the ability to inspire our voluntary Catalysts through training and resources, but also have the extremely strong organisational qualities and online working skills to make this programme a success.

### **Main Duties and Responsibilities**

- Support the development and continuous review of a curriculum for our Ignite Girls clubs.
- Create content to support the clubs: a monthly action plan, monthly mentoring session and wider supporting information.
- Lead monthly a zoom session for Ignite Girls volunteers, with training tips and enabling volunteers to share their ideas and collaborate.
- Lead all communication with Ignite Girls volunteers, via WhatsApp, phone call and email, as appropriate.
- Track participation in our Ignite Girls Programme and oversee all monitoring and evaluation for the programme.
- Work with the Finance Manager and Head of Operations to ensure grants relating to Ignite Girls' activities are given out appropriately and reported on.
- Manage the Peer Mentor (Ignite Girls) in the execution of their role.
- Work with the Head of Communications to ensure the activity and impact of the programme is communicated to wider audiences.
- Supporting the process of impact reporting and evaluation for the Ignite Programme.

### **Other**

- Ensure all administrative tasks relating to the role are carried out accurately.
- To comply at all times with the organisation's policies, procedures and performance expectations of staff as set out in the Staff and Volunteers Handbook.
- Any other duties as may be reasonably required under the role.

### **Personal Specifications**

#### **Essential**

#### **Knowledge & Experience**

- An understanding of the Ghanaian education system, either through direct experience in the classroom, or working on community-based education programmes for at least three years.
- Experience and understanding of girls' empowerment work in the Ghanaian context.
- An ability to understand and sensitively explore and manage the issues faced by girls in Spot communities, such as those relating to menstrual hygiene, sexual relationships, communication, entrepreneurship, and careers.
- Experience in programme development.
- Experience with design work to a basic/moderate level using Canva or similar.
- Strong IT skills and experience with Microsoft Office Suite.

### **Personal Qualities & Skills**

- A genuine passion for girls' empowerment in the Ghanaian context and beyond.
- Proactive, dynamic, and able to drive things forward independently in line with agreed strategy.
- A high level of attention to detail and outstanding communication skills – both written and vocally.
- An ability to produce good quality design work relating to the programme using Canva.
- Able to work in a fast-paced, ambitious organisation, with a strong ability to respond to feedback and learn quickly.
- Strong interpersonal skills; empathetic and flexible.
- Strongly aligned to our organisational values and culture, with a genuine passion for educational equity and community-driven development.

### **Highly desirable**

- A degree in a related field.
- Experience developing a programme relating to girls' empowerment.
- Experience of mentoring programmes.

### **How to apply:**

Please send a tailored covering letter and updated CV addressed to the Chair, Miss Cat Davison, at [info@eduspots.org](mailto:info@eduspots.org) by Monday 22<sup>nd</sup> May, with a hope to meet shortlisted candidates for a first-round interview in the same week. We are happy to receive any questions relating to this role at the same address.

For further information please see [www.eduspots.org](http://www.eduspots.org) or contact us at [info@eduspots.org](mailto:info@eduspots.org)  
Also follow us on social media - @eduspots on Twitter and Facebook

*EduSpots is committed to the safeguarding of children. Appointment will be subject to an enhanced child protection screening appropriate to the post. Please note that you may be required to provide additional documentation as proof of your identity and qualifications.*