**EduSpots – Ignite Equity 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](https://eduspots.org/about-us/our-vision/). We are creating a model for a community-led education space with accompanying network engagement that could have applications across the world.

Our innovative and motivated Ghanaian team creates collaborative learning opportunities through our Ignite and Catalyse Leadership Programmes which include training to lead our EduLit, EcoSTEM, EduKidz and Ignite Equity clubs, alongside locally designed education projects, reaching over 10,000 students of all ages annually. Read our 2022 Impact Report [here](https://issuu.com/eduspots/docs/impact_report_2022-3).

EduSpots is in an exciting period of its development. We were selected as a finalist for the Their World Education Innovation Scale-up Awards in 2023. 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 launched our new Ignite Girls clubs programme through five regional conferences as part of the wider Ignite Programme. The programme has been a huge success, with over 100 volunteers proactively engaging in the activities, and creating their own to further advance the change through 23 of the ‘Spots’, reaching over 700 learners.

In March 2023, following requests from the communities, Ignite Girls is also going to focus on the role of boys in promoting girls' rights, and also focus on the gender-focused needs of boys at Junior High Level, leading to a name change to 'Ignite Equity'.

The Ignite Equity Club programme is led at a local level by community volunteers. They will set up an Ignite Equity club involving 30-40 boys and 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.

The role of the Ignite Equity Coordinator will be to create the monthly content and training material for this programme, working closely with the Education and Research Manager to offer a strong remote community of support, bringing volunteers together to collaborate via WhatsApp and Zoom. You will oversee all elements of the coordination of the programme, working with the Peer Mentor for Ignite Equity 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 drive, creativity 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 Equity clubs.
* Create content to support the clubs: a monthly action plan, monthly mentoring session and wider supporting information.
* Lead monthly zoom session for Ignite Equity volunteers, with training tips and enabling volunteers to share their ideas and collaborate.
* Lead all communication with Ignite Equity volunteers, via WhatsApp, phone call and email, as appropriate.
* Track participation in our Ignite Equity 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 Equity’ activities are given out appropriately and reported on.
* Manage the Peer Mentor (Ignite Equity) 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’ and boys' empowerment work in the Ghanaian context.
* An ability to understand and sensitively explore and manage the issues faced by girls (and boys) in Spot communities, such as those relating to menstrual hygiene, sexual relationships, communication, entrepreneurship, and careers.
* Experience in programme development, resource creation and community building.
* 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’ and boys' 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’ and/or boys’ 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 recruitment@eduspots.org by Tuesday 23rd January, with a hope to meet shortlisted candidates shortly afterwards, aiming for a quick starting date in early February. 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

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.*