

## **Job description – Uganda Country Director**

**Organisation:** Lively Minds. UK Registered charity 1125512

**Position:** Country Director, Uganda

**Reports to:** Chief Executive Officer

**Based:** Jinja, Uganda

**Salary:** Between £34,000- £40,000 depending on experience

**Hours:** Full time

**Contract:** 2 years (then renewable subject to funding and with opportunities to move to a different country)

Lively Minds is an award-winning charity working to improve the lives of deprived children in rural Ghana & Uganda through an innovative early childhood development programme. We train uneducated vulnerable mothers to run educational Play Schemes for their communities' pre-school children. The Play Schemes reach young children at a crucial stage in their development, improving their education, health and wellbeing. Our evaluations show dramatic positive effects on the children and the Mothers. Our field work is carried out by teams of expert in-country staff. Their work is supported and facilitated by our small London-based team.

### **PROJECT DESCRIPTION**

These are exciting times for Lively Minds. We have recently secured a 2 year grant to test scaling strategies in Uganda with the long-term aim of integrating the programme into the local government *Village Health Team* system, using a training of trainers approach. We have also received grants to scale our sister programme in Ghana. We are looking to build a senior management team so that we have the capacity to grow in both Ghana and Uganda and then to expand the programme into new countries so that we can have a genuinely large impact in tackling the global early childhood development crisis.

The Country Director will lead our Ugandan operations and coach our team through this expansion and transformation process. Key responsibilities include strategic and operational planning & implementation, staff management, financial accountability and developing and maintaining strong relations with funders, policy-makers and stakeholders at local and national level.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***Strategic development***

- Contribute to the global strategy for Lively Minds
- Develop and implement plans to support the achievement of strategic goals
- Identify and drive forward strategic funding and partnership opportunities

### ***Implementation accountability***

- Lead and support the team to create detailed plans to identify and sequence the activities needed to successfully deliver the programme's outputs and outcomes using a training of trainers approach, responding to performance data captured in monitoring activities and proactively mitigating against risks
- Ensure that the project is implemented to the highest standards, coaching the team to actively manage risks, engage stakeholders, respond to challenges and make adjustments as necessary to ensure the successful completion of the project
- Identify ways to improve the programme, curriculum, approaches, systems and practices
- Be accountable for financial management of the unit, ensuring strong accountability and value for money is achieved
- Work with our UK Monitoring & Evaluation Officer to evaluate performance and use learnings to refine and improve the project
- Contribute to fundraising proposals and reports (financial and project/narrative)

### ***Stakeholder engagement***

- Develop and oversee the implementation of an advocacy and stakeholder engagement strategy to gain buy-in from local government officials and establish case for support with policy-makers, funders and officials at local, regional and national level

### ***Leadership and team development***

- Coach and train staff and stakeholders ensuring strong staff development and performance of all staff
- Manage project staff and where necessary interview, recruit and train staff and/or contractors

## **PERSON SPECIFICATION**

We are seeking a highly motivated individual to lead our team and help us to take our organisation through this exciting period of transformative growth. You must be an excellent project manager with experience of both grassroots development work and advocacy/stakeholder management. You must be a self-starter and able to work independently. You must have excellent interpersonal skills and be able to lead and motivate our local team and stakeholders to deliver the programme to the highest quality. We have extremely limited resources and we work in very remote poverty-stricken villages so you must be flexible and able to come up with creative low-cost solutions that can achieve quality results in this context.

### ***Essential***

- Minimum of 5 years of project management experience with demonstrated results managing people, budgets and activities

- Stakeholder engagement experience and demonstrable results of influencing others
- Experience coaching and training others
- Ability to manage a complex and varied work load and to work under pressure
- Excellent communication skills, both oral and written
- Experience of behaviour-change projects
- Experience of working in rural communities
- Experience working with international donors and grants

## **HOW TO APPLY**

Please send a CV and cover letter detailing how you meet the person specification to [jobs@livelyminds.org](mailto:jobs@livelyminds.org) by 1 March 2017

Find out more about us at [www.livelyminds.org](http://www.livelyminds.org)

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy and the post-holder will be required to demonstrate their suitability for this role.

### **About Jinja:**

The position is based in Jinja, a lovely and lively lakeside town about 1.5hrs drive from Kampala. There are plenty of opportunities to meet people employed in similar fields, including expats. Living costs are low (for example a meal out in an international restaurant is approximately £5. Local food and transport is far cheaper).

**Lively Minds | Registered Charity Number 1125512 Find out more at**  
[www.livelyminds.org](http://www.livelyminds.org)