

## Lab\_13 Ghana Development Director

**Job Title:** Development Director

**Type of Contract:** Part Time

**Hours:** 4 days per month

**Remuneration:** 400GCH/month

**Location:** Preferably Kumasi

### **About us:**

Lab\_13 Ghana was born out of a partnership of UK charities [Lightyear Foundation](#) and [Ignite Futures](#) who continue to support and be involved with the project.

At Lab\_13 Ghana exploration and education go hand in hand. We believe that everyone should have the opportunity to unlock their potential, solve problems and engage with science and by doing so developing the skills they, and their countries need. Lab\_13 Ghana is dedicated to igniting a passion for science, empowering students, teachers and communities - showing how local, cheap and easily accessible materials can be used to bring the science curriculum to life through hands-on activities, creating the next generation of passionate scientists and engineers.

### **Lab\_13 Ghana's Goals**

1. To increase young people's interest, confidence, knowledge and skills in science and the application of the scientific method
2. To increase teacher's confidence and skills in using a practical approach to teaching
3. To demonstrate the effectiveness of practical teaching practices in science education

### **The opportunity:**

We are looking for a new Development Director to oversee and manage our Scientist in Residence team, ensure the well running of our project and develop a sustainable platform for growth.

Reporting to the Chair of Lab\_13 Ghana, George Attopany and in partnership with the Lightyear Foundation (CEO), the Development Director will spearhead development efforts as Lab\_13 Ghana continues to grow. A new position in the organisation, the Director will have the opportunity to build the development function.

### **Key responsibilities:**

- To develop and maintain links with local community groups, educational establishments and other organisations and businesses in order to garner support for the project;
- To recruit and match volunteers with suitable volunteering opportunities, including fundraising activities;
- To have overall oversight for the delivery of the Lab\_13 Ghana programme
- Line Management of the Scientist In Residence Team
- Line Management of the Monitoring and Evaluation Consultant
- To coordinate and assist with SiR training;
- To monitor and review the SiRs team to ensure they receive appropriate support and achieve their goals;

- For each new phase of the project, to oversee recruitment of Ghanaian Scientists In Residence and to carry out all necessary checks to ensure suitability (including police checks and taking up references);
- To create the weekly schedule of school and Lab visits;
- To review and contribute to the development of good practice and procedures;
- To ensure the impact of Lab\_13 Ghana programme is recorded, monitored and evaluated;
- To develop and execute Lab\_13 Ghana NGO's annual in-country fundraising plan;
- To secure financial support from individuals, foundations and corporations;
- To develop and maintain ongoing relationships with major donors;
- Providing materials and information as requested to Lightyear Foundation;
- Overseeing organisation of special events (e.g openings, community lectures);
- To work closely with and organise the Lab\_13 Ghana advisory board to tap into their resources and contacts, using them efficiently to make his/her work easier and ensuring the sustainability of the project;
- Organisation of Lab\_13 Ghana advisory board meetings, including following up actions and ensuring all documentation associated with Lab\_13 Ghana such as minutes and registration certificates are kept properly
- To undertake any other tasks or duties that may reasonably be required in relation to the role.

**Deadline for applications:** 12th July, 2016

**To apply:** please email your CV, cover letter and any enquiries to [lab\\_13ghana@lightyearfoundation.org](mailto:lab_13ghana@lightyearfoundation.org)

**Qualifications**

- Degree qualification desirable (MSc or MA)
- Demonstrated excellence in organisational, managerial, and communication skills
- Fundraising skills also desirable
- Interest in science