

Lively Minds Job Description – Head of HR, L&D

Reports to: Director of People and Operations

Based: Ghana, Uganda or working remotely from another country in Africa with regular travel to Ghana and Uganda

Salary: Starting salary range £55,000 - £61,749.24 per annum depending on experience

Benefits: Pension, medical insurance, learning allowance of up to £2,500 per year, access to LinkedIn learning and internal development opportunities

Hours: Full time

Contract: Permanent

About us

Our mission is to get 3-6 year old children in rural Africa to thrive. We have developed an award-winning Early Childhood Development programme, proven its impact through rigorous evaluation and scaled it through governments in both Ghana and Uganda. It is currently reaching over 300,000 children per year, and we aim to reach 1million children per year by 2028.

We're a lively ambitious organisation, determined to have a major positive impact on the world. As an organisation of approximately 100 staff (across Ghana, Uganda and internationally); we work hard, at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for innovation, responsibility, growth, collaboration, creativity and fun. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

As Lively Minds has developed as an international ECD expert, working with governments, major bilateral funders, well renowned research and grant institutions as well as the thousands of teachers, mothers and children we operate with on a daily basis, we have continued to evolve our organisation. Rightly it is our people that are at the heart of our organisation and we need to develop our capacity and capability, across all our people related activities and processes, to ensure we support the organisation in the best way. This will focus on being more strategic in our People initiatives, bringing insight and experience to leading change with a "growth mindset" and creating a dynamic learning and development environment.

Further to this, our strategic aims for the next 3 years include a number of exciting growth projects both within the countries we operate in and expansion to new countries. These projects will require significant strategic HR leadership and support across the full life-cycle

of the projects and, as such, we are looking for a seasoned strategic HR Manager to join our high performing Senior Management Team (SMT).

To find out more about our programme, please visit www.livelyminds.org

About the role

As a member of the SMT you are accountable for all HR, people and organisational requirements to enable the organisation to reach its strategic goals. This will include identifying and driving strategic and tactical HR initiatives, as well as supporting other programmes that will have an impact on the organisation and its people. The Head of HR will manage a team including an L&D Manager, HR Coordinator, Travel Coordinator and HR Officer.

Main Duties and Responsibilities

HR Strategy, Organisational Effectiveness and Culture

- Work with leadership to create an HR strategy (and related initiatives) that build the capabilities and capacity of the organisation to deliver our strategic goals (including scale)
- Create a collaborative working environment and culture where teams can work remotely and in person feeling engaged and part of “one team”
- Continue to develop a culture that supports our growth strategy, energises our people and supports the delivery of quality outcomes

Performance Management, Leadership and Learning and Development

- Develop our Performance Management strategy and approach (process, systems and behaviours) to ensure that we get the best possible outcomes from, and for, our people and use data points to help continue to build a high performing organisation
- Support the L&D Manager to create a Leadership Development and Learning Development strategy and approach that supports the organisation’s needs as it continuous to expand
- Responsibility for the Reward and Recognition Strategy ensuring equity, and alignment with our equalities and localisation policies

HR Policies and Compliance

- Ensure that there is a full suite of accessible, up to date HR policies that are compliant with all legislation within the countries that Lively Minds operates in
- Develop appropriate monitoring and compliance systems across Lively Minds including for any third party contractors that may operate on our behalf

- Research and preparation for HR and staffing requirements for new country entry, including set up of new offices

Employee Life-cycle Management and Employee Relations (including new country entry strategies)

- Over-see the day to day tactical HR activities within Lively Minds and participate and, where required, lead activities such as senior level recruitment process
- Lead on employee relations, managing risk in line with organisational policies and relevant labour laws
- Ensure travel processes are achieving value for money and that the Travel Coordinator is providing an excellent service
- Oversee security, health and safety and duty of care in consultation with the Senior Management team

You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.

To succeed in this role you will need to....

- be an excellent People person with significant strategic HR and people management experience
- be passionate about driving the development of culture, values and behaviours to sustain the pace and quality of Lively Minds operations
- have experience of working in at least one country in the global South that has a diverse workforce and operates in challenging environments (and have the passion to operate across others)
- have the ability to flex, work with ambiguity and scale and demonstrate resilience
- be a clear communicator who can bring others with you on a change journey – we are an evolving organisation that will continue to change and adapt as we grow
- advise and support the organisation from a HR lens as it continues to grow and develop, including across borders

Technical abilities

Essential

- Experience leading an HR function within an NGO/social enterprise (operating in at least one country in the Global South)
- Ability to work across a diverse, multi-ethnicity team and create a positive working culture with strong values
- Ability to manage a complex and varied workload and to deliver under pressure
- Ability to travel frequently to Ghana and Uganda plus others across Africa

- Excellent communication skills both verbal and written

Desirable

- Experience working in the NGO sector- ideally in an organisation that has successfully scaled
- Lives in Ghana or Uganda
- Change management qualification

How to apply

If this sounds like you, please send your completed application form together with your CV to jobs@livelyminds.org by **11:59 pm GMT on 5th February 2025**

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we, therefore, check the suitability of successful candidates through background checks consisting of references and police checks.

Lively Minds is fully committed to equity, diversity, and inclusion. We want this to be reflected in the diversity of the people who work for us, and we welcome applications from people from all backgrounds and identities.