



school for  
social  
entrepreneurs

## **RECRUITMENT INFORMATION PACK**

**SSE Cornwall**

**Cornwall Locally Led Development  
(CLLD)**

**LEARNING FACILITATOR**

**October 2019**



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## Welcome

Thank you for your interest in applying for the role of Community Led Local Development (CLLD) Learning Facilitator at the School for Social Entrepreneurs Cornwall.

We have put together some information below which we hope will provide some useful context and an understanding of the organisation, project and job role. You can also visit our website [www.the-sse.org.uk](http://www.the-sse.org.uk) for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

**This post is fully funded by the European Regional Development Fund.**

## About the School for Social Entrepreneurs

SSE was founded in 1997 by Michael Young. Its mission is to address inequalities and social exclusion by supporting social entrepreneurs from all backgrounds to transform their talent into real social outcomes. The SSE runs practical learning programmes aimed at helping develop both the individual social entrepreneur and their organisation: our approach, and belief, is that social change is people-powered, and that the most valuable assets and resources we have are human ones.

The School for Social Entrepreneurs (SSE) is the leading UK provider of learning programmes that supports and develops social entrepreneurs: *individuals working entrepreneurially to create social benefit*.

*Our global network extends across the UK, Canada and India.*

## About SSE in Cornwall

Cornwall and the Isles of Scilly have a dynamic enterprise culture that is driving the social enterprise movement by creating sustainable social enterprises based on people, planet and profit. Cornwall's unique economic and geographic landscape lends itself to partnership and collaborative working, bringing added benefit across the public, private and social enterprise sectors.

This role will be based in both SSE Offices in Truro and the CLLD C2C Core area.

SSE Cornwall is an independent Community Interest Company and our close working and liaison network of schools across the UK and internationally is fundamental to our working relationships.

We work hard to ensure all our activities are of a high quality and work supportively with colleagues across the SSE Global network to good practice and ideas.

Our office in Cornwall is busy, friendly and dynamic. SSE is a vibrant organisation; we work entrepreneurially and are hugely committed to providing quality learning opportunities for social entrepreneurs. We continue to enjoy a period of expansion and development. Working here is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas you'll enjoy how we work.



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SSE Cornwall also has a hugely committed and talented Board of Directors.

### About Community Led Local Development

Community Led Local Development (CLLD) is an EU funded programme, helping Cornwall to thrive and grow by providing pathways to better economic opportunities by making positive change in core neighbourhoods across Cornwall.

The CLLD areas across Cornwall include:

- West Cornwall LAG
- Coast to Coast LAG
- Atlantic & Moor LAG
- South & East Cornwall LAG

The SSE Cornwall Development Programme will work in the Coast to Coast area which includes Camborne, Pool, Redruth, St Day and Illogan together with Truro, Falmouth-Penryn.

The aim of the SSE Cornwall Coast 2 Coast programme is to work at grass root level to identify and inspire local people by:

- working closely with partner organisations to help raise awareness of the programme and identify local participants
- support local people to recognise their own potential by working alongside like-minded people sharing ideas and experiences
- helping individuals to collaborate and work as part of team
- building resilience and resourcefulness
- supporting participants on every stage of their journey
- supporting participants to develop and broaden networks
- helping individuals to gain knowledge, skills and expertise and become respected leaders within their own community
- supporting SSE Fellows to become exemplar mentors

We aim to build the trust confidence and capacity of individuals and groups, introducing participants to inspirational people who have faced similar challenges and are now making a difference to their own lives and transforming the lives of others. We aim to support participants skills and knowledge, helping them to learn valuable business acumen skills to enable them to further develop their ideas, aspirations and inspire others within their own communities. Working collaboratively and effectively, we believe we can achieve great things.

*'Everybody has the capacity to be remarkable' Michael Young*



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## About You

You will have great people skills and be an excellent team player. You will have excellent business acumen skills and passion to make a real difference, both to the lives of individuals and to the local community.

Ideally you will have an understanding, and experience of, setting up and / or leading new projects. You will understand alternative learning models and share SSE's fundamental value of 'learning by doing'. You will be able to form relationships quickly and work with openness and integrity. Above all, you'll be passionate about social entrepreneurship and supporting people to grow and develop. You will have an excellent eye for detail, be able to demonstrate experience of writing comprehensive reports, maintaining budgets, and recording outputs.

You will be well organised, have an ability to work at a high standard to pre-set deadlines. Bringing new ideas to the table to help with recruitment and programme planning and delivery. You will be expected to attend regular project meetings, and ensure you fully feedback any changes or updates to the delivery team. You will be a creative and engaging facilitator who has experience of engaging with people, building confidence and capacity and encouraging them to explore new opportunities.



## JOB DESCRIPTION

### Learning Facilitator - SSE Cornwall

**Reports to:** CEO

**Salary:** £24,449 (pro rata) + pension contribution

**Hours:** 22.5 hrs per week

**Contract:** Fixed term until 31<sup>st</sup> June 2022 (3-month probationary period)

**Flexibility:** There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation. This may involve occasional evening and weekend work or travel within the UK.

**Location:** This post will be based at the SSE Cornwall Office, The Workbox, 30 Ferris Town, Truro Cornwall TR1 3JJ with regular work and hotdesking required within the Coast to Coast geographical area.

A vehicle and driving licence are essential for this role.

#### Main Tasks

1. to gain a deep understanding of the Coast to Coast geographical core and functional areas
2. to work closely with partner agencies and SSE fellows to help raise awareness of the programme
3. to gain a deep understanding of potential and actual programme clients, their strengths, weaknesses and what they aspire to, and identify ways in which the programme may support them in achieving this.
4. to work closely with the SSE team to design and deliver brilliant and inspirational programmes of engagement
5. to liaise with and contract a broad range of specialist advisers, briefing them on the issues and support required by the programme participants and ensuring needs are met
6. work closely with SSE core team, CEO, Finance Manager and Administration and Programme Coordinator and project team including project manager (Learning Manager) and other learning facilitator to ensure budgets are met in a timely and efficient manner.
7. maintain accurate records of activity and prepare regular reports for project investors and partners
8. attend regular programme operational meetings
9. adhere to strict procurement guidelines
10. work within SSE Quality Assurance system



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## General responsibilities

1. Maintain regular and effective communication with SSE colleagues
2. Attend and actively participate in regular team meetings
3. Participate in regular one to ones with line manager as part of your ongoing personal development and training.
4. Carry out other tasks that are within the scope, spirit and purpose of the job.
5. To carry out at all times, responsibilities with due regard to the Data Protection Act and current Data Protection Policy.
6. To carry out, at all times, his/her responsibilities with due regard to the Company's Equal Opportunities Policy
7. To work at all times within the code of the Health & Safety At Work Act 1974 and related legislation.

**This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.**

Good communication and organisation skills as well as self- motivation and self- confidence and a 'can-do' approach will remain essential qualities to fulfil this role.

## Key relationships

Although this post reports directly to the CEO, you will work very closely with the Project Manager & other Learning Facilitator, Learning Manager, Finance & Contracts Manager, Marketing Specialist, Administrator & Project Coordinator.

We regularly welcome interns and apprentices into our core team.

SSE Cornwall designs, develops and delivers a range of programmes supporting social entrepreneurs to thrive. This would not have been possible without the support of our partners and so therefore, our relationships with internal and external partners is extremely important to us, we work collaboratively with them on both a strategic and operational with great respect at all times.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	<p>Experience of social enterprise / entrepreneurship</p> <p>Experience of delivering learning programmes within a community setting</p> <p>Enthusiasm, knowledge and experience to ensure the best outcomes and support for our individuals &amp; businesses</p> <p>Development of systems and procedures to evaluate, record and report</p> <p>Good team player</p>	<p>Experience of managing complex projects</p> <p>Experience of working on ERDF projects</p>	Application Form / Interview
<b><u>Education &amp; Training</u></b>	A demonstrable track record of delivering high quality personal & business support	Educated to Degree level Full Professional Qualification	Application Form / Interview
<b><u>Special Knowledge &amp; Skills</u></b>	<p>An excellent understanding of Social Enterprise / Entrepreneurship</p> <p>An ability to communicate effectively with a diverse range of individuals / business</p> <p>An understanding of processes for ensuring and monitoring quality</p>	<p>An understanding of business support models and networks in Cornwall.</p> <p>An understanding of the voluntary and business sector networks within Cornwall</p>	Application Form



	<p>Computer literate</p> <p>Strong organisational ability</p> <p>Good self-presentation skills.</p>		
<b><u>Any Additional Factors</u></b>	<p>An enthusiasm and ability to learn quickly about a range of subjects relevant to the SSE.</p> <p>A belief that individuals are crucial catalysts in creating social change and that systematic learning and support represent valuable ways of increasing their effectiveness.</p> <p>Commitment to on-going personal development and training.</p> <p>Maturity, adaptability and confidence.</p> <p>Access to own vehicle</p> <p>Willingness to work flexible hours on occasions</p> <p>Willingness to make a difference</p>	An understanding of the process for ensuring and monitoring quality	Application Form / Interview

### To Apply

*To apply please send your CV with two referees and a covering letter answering the following questions:*

- 1. What excites you about the prospect of working for the School for Social Entrepreneurs? (max 200 words)**
- 2. What would make you an excellent Learning Facilitator as part of the SSE (CLLD) Cornwall Development Programme? (max 300 words)**

*Please ensure you keep within the word count.*



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Please send your application by email [admin@ssecornwall.org](mailto:admin@ssecornwall.org) ensuring your subheading is: **Learning Facilitator (CLLD) Application and your full name** or post to the following address

Cornwall School for Social Entrepreneurs CIC  
The Workbox  
30 Ferris Town  
Truro  
Cornwall  
TR1 3FF

**Application deadline: 5pm 21<sup>st</sup> October 2019**  
**Interviews will be held 24<sup>th</sup>/25<sup>th</sup> October 2019**

**Additional information attached:**

CLLD Coast 2 Coast Map showing core and functional areas



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