



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

DEVELOPMENT MANAGER

Role Reference: NS2016

2016

Welcome

Thank you for your interest in applying to the School for Social Entrepreneurs. We have put together some information below which we hope will help you understand the organisation and the role. For more information please visit www.the-sse.org

About the School for Social Entrepreneurs

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

We run 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. SSE supports social entrepreneurs who are working on a 'live' social project, through long and short duration 'action learning' programmes, comprising action learning sets, study sessions, expert witnesses, project visits and individual tutoring and mentoring.

In addition to the London School, based at London Bridge, SSE has a network of Associate Schools (a social franchise) comprising eight schools across the UK, one in Australia, one in Canada and one in India.

SSE is currently delivering a UK-wide five-year learning programme in 12 UK locations with the support of Lloyds Banking Group and Big Lottery Fund. SSE also has strategic partnerships with PwC, Linklaters, RSA Group and others.

SSE is a registered charity and company limited by guarantee, established by serial social entrepreneur Michael Young in 1997.

About SSE in London

This role will be based within our central London offices at London Bridge. These offices are home to the London School and the Network Team, who support SSE's international and UK schools outside of London. This role will support both the London School and the Network Team.

London School

The London School delivers a wide range of training courses and learning programmes including one day, 3 month and year-long courses. We work with over 500 'students' a year with recent / current programmes including:

- Start Up programme for social entrepreneurs looking to get a new project / organisation off the ground

- Scale Up programme for social entrepreneurs looking to take an existing organisation to the next level
- Transition to Trading programme for charities and organisations looking to adapt their business model to introduce / increase their earned income
- Leadership and Sustainability programme for leaders of established charities, supported by a charitable foundation as part of a 'funders plus' package alongside grant funding
- Short workshops and training courses on Writing Successful Bids, Working With Corporates and Measuring Social Impact, among others.

The London School works hard to ensure all our activities are of a high quality and to meet the needs of people and organisations seeking to achieve social change. We work supportively with colleagues in our UK and international franchise schools to learn from each other and to share good practice and ideas.

The Network Team

The Network Team has responsibility for supporting and developing SSE's social franchise of schools nationally and internationally. Working closely with the network of schools the Network Team's main focus is to support all the network schools to be financially sustainable, to provide social entrepreneurs with high quality learning and support, and to manage and develop the SSE brand and external communications.

JOB DESCRIPTION

Purpose of the role

This is a new role within SSE. The purpose of the role is to generate new business and achieve agreed income targets for the School for Social Entrepreneurs, involving 3 key elements:

1. identifying additional funding streams and securing new income for the London School, ensuring it continues to offer high quality and innovative learning and development programmes for social entrepreneurs and social sector leaders;
2. identifying additional funding streams and securing new income for programmes and courses which can be delivered by two or more SSE schools, maximising the potential of SSE's social franchise network to meet the needs of social entrepreneurs and social sector leaders nationally and internationally;
3. identifying additional funding streams and securing new income to support the operational costs and strategic initiatives of the Network Team, helping to ensure SSE maintains its network of vibrant and sustainable schools.

The postholder will be line managed by the Director of the London School and we envisage approximately two-thirds of the role will involve programme-related development and

fundraising activity to support the London School, with the remaining third supporting SSE's social franchise schools and the Network Team.

The role will require a proactive and developmental approach to understanding the needs of social entrepreneurs and social sector leaders, developing new learning programmes and 'products' in response to those needs, and identifying and presenting ideas to potential donors / funders to secure new income. The role will require working across sectors including corporates and business, trusts and foundations, individuals, and the public sector. Whilst the focus of the role is on securing new business, some account management and stewardship may be required as new donors and funders are brought on board.

Key responsibilities

New business development

1. Working proactively and creatively to shape new business opportunities aligned to SSE's Strategic Plan. This will involve convening discussions and external meetings to develop ideas, writing and costing new products and programmes, and identifying and approaching potential partners and funders to support new areas of work.
2. Developing a broad range of excellent sector and funder networks and relationships, to champion SSE's work, leading to strategic partnerships that resource our work.
3. Achieving agreed annual income targets to support ongoing delivery and expansion of the London School's learning programmes for social entrepreneurs and social sector leaders.
4. Working collaboratively with SSE's network of schools and with the Network Team to understand their needs and shape opportunities for programmes and courses which can be delivered in different locations by two or more Schools.
5. Working alongside colleagues to develop opportunities for innovation to support the operational costs and strategic initiatives of the Network Team.
6. Keeping up-to-date with sector trends, including the needs of social entrepreneurs and social sector leaders, as a basis for identifying new programme and business development opportunities.
7. Leading responses to competitive and other tender opportunities, through writing proposals and attending interviews.

Stewardship

8. Representing SSE at partner / funder meetings and attending Corporate Supporters Group Meetings, where relevant.

9. Account management of donor / funder relationships to include relationship management and pursuing opportunities for further engagement (financial or otherwise) where relevant.
10. Writing reports for funders / donors to report on the activities and outcomes of their support in line with agreed reporting frameworks and timelines.

Collaboration

11. Liaising and working with development colleagues in the London School and Network Team to share ideas and coordinate funding approaches.
12. Liaising and working with staff across the Schools Network to share ideas, develop new products and opportunities and coordinate funding approaches.
13. Attendance and active engagement in SSE's Development Forum to ensure effective internal coordination and to regularly review the pipeline against annual fundraising targets, implementing actions as necessary.
14. Contributing to the strategic direction of SSE and being an active participant in London School team meetings.

General responsibilities

15. Carry out other tasks that are within the scope, spirit and purpose of the role.

Key relationships

On a day to day basis the Development Manager will work closely with other key development colleagues: the London's School's Development Coordinator and Sales and Marketing Manager and the Network Team's Development Manager and Network Manager. The postholder will report to the Director of the London School and work closely with the Network Director. They will work with the London School's Learning Team to identify 'student' needs and priorities, as well as with colleagues in the Network Team and from across the network, to shape new business opportunities. The post-holder will also hold and develop a number of externally facing relationships.

PERSON SPECIFICATION

Knowledge/skills:

- Previous experience of working in a fundraising and development role, including experience of developing new partnerships and funding relationships to achieve annual income targets
- Expertise and a network of contacts in at least one area of fundraising relevant to SSE - e.g. corporates and business, trust and foundations, individual donors, local / national government / housing associations
- A willingness and ability to work creatively and developmentally with colleagues who are delivering training courses and learning programmes to understand students' needs and to shape 'products' and proposals for new areas of work

- Knowledge and understanding of the issues, challenges and opportunities facing the charity and / or social enterprise sector
- Strong relationship management and communication skills, with the ability to relate to people at all levels
- Confidence, ability and gravitas to represent SSE externally, including at meetings with potential donors and at sector events
- Skilled and experienced in preparing project and programme budgets
- Strong writing and reporting skills, able to produce high quality written and numeric material for both external funders and internal audiences (e.g. funding proposals, funder reports)
- Computer/IT proficiency

Desirable

- Previous experience of working in a development or fundraising role in the voluntary, community or social enterprise sector
- Previous experience of working in a development or fundraising role in London, with an ability to draw on a network of contacts who could facilitate success in the role
- An understanding of how learning programmes and training courses can help address the issues, challenges and opportunities facing social entrepreneurs and social sector leaders
- Previous experience of facilitating group discussions / convening meetings of diverse and dispersed teams to shape priorities
- Knowledge of Salesforce Customer Relationship Management System

Personal attributes:

- Enthusiastic about and interested in social entrepreneurship and social change
- Entrepreneurial, someone who spots opportunities and makes things happen
- Able to identify priorities and self-organise a busy diary and workload
- Resourceful and adaptable
- Friendly, positive and professional
- A team player
- Commitment to ongoing learning and personal development

KEY DETAILS

Reports to: Director of London School

Salary: £34,776 to £35,543 (depending on skills and experience) + 5% pension

Hours: 35 per week (normal office hours 10-6)

Annual leave: 25 days

Contract: Permanent

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

Location: This role will be based at SSE's London offices in London Bridge.

TO APPLY

To apply for the role, please send a copy of your current CV and a covering letter (maximum 800 words) explaining what excites you about joining the School for Social Entrepreneurs and how you would make an effective contribution to SSE's future development and fundraising activity.

Please include your full contact details and mention where you found out about the role. Please also include the names of two professional referees, including your most recent or last employer. Please note that referees will not be approached without your prior knowledge, and only following a successful application and final interview.

Please send your application to ea@sse.org.uk by 9am on 11th July and title your email 'Development Manager Application Role Reference NS 2016'. Interviews will be held on Friday 22nd July. Second interviews will be held on Tuesday 26th July.

Unfortunately due to our limited capacity we are unable to respond to provide feedback to candidates not shortlisted for interview.

SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce by developing a staff team that mirrors the rich diversity found in our student population.

We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.