



school for  
social  
entrepreneurs

## **RECRUITMENT INFORMATION PACK**

**DEVELOPMENT MANAGER**

**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](http://www.the-sse.org)

## About the School for Social Entrepreneurs

School for Social Entrepreneurs (SSE) is a charity that supports people using entrepreneurial approaches to tackle complex social problems. Our vision is of a fair and equal society where the potential of all people is fully realised.

SSE invests in individuals from all backgrounds who have practical ideas for change. We support people to start, sustain, and scale social enterprises, charities and community projects.

We run practical learning programmes and courses to support people from all backgrounds to realise their potential and bring about lasting social and environmental change. SSE uses an innovative learning approach, which focuses on real world issues and practices.

SSE is a registered charity and company limited by guarantee, established by serial social entrepreneur Michael Young in 1997. We believe, in the words of our founder Michael Young, that “Everybody has the capacity to be remarkable”. Our core values are integrity, inclusivity and empowerment.

SSE Central and London School are based in London Bridge. SSE also has a network of Associate Schools (a social franchise): eight schools in the UK, and one in each of Australia, Canada and 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.

## 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.

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
- SSE Local programme to identify and support social entrepreneurs working at a community / neighbourhood level

- Transition to Trading programme for charities and organisations looking to adapt their business model to introduce / increase their earned income
- 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 high quality and 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.

## **JOB DESCRIPTION**

### **Purpose of the role**

To work alongside colleagues to shape new learning programmes and products in response to the needs of social entrepreneurs and social sector leaders and to build relationships with partners and potential donors to generate new business income for the London School. The role may involve some management of donor accounts though its emphasis is on programme development and business development.

The primary focus of the role will be on supporting and developing SSE's relationships with trusts and foundations and with institutional funders such as national and local government and housing associations.

SSE supports people who are driven by personal experience of the social issue they seek to address or by deep exposure to these issues and who want to take action by starting, sustaining or scaling a social enterprise, charity or community project. This role will provide you with the opportunity to share your ideas and collate others' to shape new programmes of work, to proactively and creatively respond to opportunities, and to build relationships with partners and potential donors.

### **Key responsibilities**

1. Developing a broad range of sector and funder networks and relationships to champion SSE's work, leading to strategic partnerships that resource our work.
2. Leading on proactive development opportunities for the London School by working with colleagues to draft proposals for new programmes, identifying potential funders who might support this work, and taking forward these discussions and negotiations.
3. Responding to competitive tender and other funding opportunities through writing proposals, preparing budgets and attending meetings/interviews.
4. Maintaining and updating the pipeline of business development opportunities on behalf of the London School, specifically in relation to trusts and foundations and institutional funders.
5. Account management of donor / funder relationships to include relationship management, donor reporting and pursuing opportunities for further engagement, financial or otherwise.

6. 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.
7. Analysis and preparation of performance information in relation to fundraising and development (e.g. to feed into the London School's dashboard for reporting to trustees).
8. 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.
9. Liaising and working with staff across the Network Schools to share ideas, coordinate fundraising approaches, and work up business development opportunities with other schools where relevant.
10. Carrying 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. This includes a Development Manager in the London School focused on corporate and individual donors, a Sales and Marketing Manager in the London School focused on direct sales for short courses and workshops, and Development Manager in the wider team supporting fundraising across the Network Schools. The postholder will also work closely with, and report to, the Director of the London School and collaborate with the London School's Learning Team to identify priorities for new business development. The post-holder will hold and develop a number of externally facing relationships.

## **PERSON SPECIFICATION**

### **Knowledge/skills/experience:**

- Strong relationship management and communication skills, with the ability to relate to people at all levels
- Previous experience of working in a development and fundraising role with experience of generating new business
- Expertise and contacts in at least one area of fundraising relevant to SSE - e.g. trusts, foundations, housing associations, local government, central government
- Strong writing and reporting skills, able to produce high quality written material for both external funders and internal audiences (e.g. funding proposals, funder reports)
- Skilled and experienced in preparing project and programme budgets
- Knowledge and understanding of the charity and / or social enterprise sector
- Computer/IT proficiency

### **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). We would be willing to consider 4 day working week if preferable.

**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 post may involve occasional early morning, 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 please send your CV and a covering letter answering the following questions (in no more than 800 words in total):*

### **1. What attracted you to apply for this role?**

### **2. Why would you be an excellent Development Manager for SSE's London School?**

Please mention where you found out about the role and also include the names of two professional referees, including your most recent or last employer (not included in the 800 word count). 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 [lilli.cahill@sse.org.uk](mailto:lilli.cahill@sse.org.uk) by 10am on Friday 21<sup>st</sup> October and title your email 'Development Manager Application'.**

**Interviews will be held on Monday 31<sup>st</sup> October.**

We're really sorry but unfortunately due to our limited capacity we are unable to provide feedback to candidates not shortlisted for interview.

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