



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

DEVELOPMENT MANAGER

Role Reference: NS2017

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 support people to start, sustain, and scale social enterprises, charities and community projects that create lasting social change.

From our offices in London Bridge we run a wide variety of programmes for London based social entrepreneurs and social sector leaders, ranging from one day workshops to year-long learning programmes. Our learning programmes are practical and action-focused, comprising action learning sets, study sessions, expert witnesses, project visits and individual tutoring and mentoring. Some of our programmes are accompanied by grant funding for participants.

In addition to our work in London, SSE has a network of Schools comprising eight schools across the UK, one in Canada and one in India. We work closely with our network of schools supporting them to become financially sustainable, to provide social entrepreneurs with high quality learning and support, and to manage and develop the SSE brand and external communications. In the UK we also fund and manage a number of national programmes which are delivered locally through our UK schools network. Across the entire network we work with 1,000 students a year.

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

JOB DESCRIPTION

Purpose of the role

The main purpose of the role is to ensure that SSE's three key national partnerships with Lloyds Banking Group, Big Lottery Fund and Power to Change which fund our learning programmes and grants for social entrepreneurs and community businesses are well-managed. The total funding that SSE receives from these three funders is in excess of £10 million.

The current funding agreements with Lloyds Banking Group and Big Lottery Fund have recently been renewed for another 5 years and will come to an end in 2022. The funding agreement with Power to Change will expire late in 2018 and SSE will be seeking a renewal of this agreement, in order to continue our growing work with community businesses.

Where capacity allows, the role will also provide opportunities for new business development.

Key responsibilities

Account management

1. Ensuring that all contractual requirements, such as narrative and financial reporting are delivered to a high standard
3. Ensuring that regular, positive and constructive progress meetings are held with each funding partner, according to their preferred frequency and format
4. Regular liaison with SSE's Programme Manager(s) to ensure implementation of project activities are on track and with the Monitoring, Evaluation and Research Manager to ensure the impact of the programme is appropriately monitored and reported
5. Regular liaison with SSE's Finance team, as required, to ensure all expected income has been received and that expenditure is on track
6. Liaison with SSE's Communications Manager in relation to any public-facing or communications aspects of each partnership

7. Seeking, assessing and responding to new business opportunities, where there is a clear opportunity to grow the partnership and derive mutual, and ideally, strategic benefit
8. Sharing knowledge and understanding of each partner's needs and expectations within SSE, and external suppliers such as freelancers, as appropriate, to ensure the partnerships are well-supported across the organisation
9. Coordinating regular meetings of all internal stakeholders for each project to ensure all parties are updated on all aspects of each programme and partnership.

Fundraising and development

10. Supporting the CEO and other colleagues to secure renewed funding from Power to Change
11. Supporting and contributing to delivering the organisation's fundraising needs, including the identification of new business opportunities
12. Writing compelling bids and project proposals to other existing and potential new funders, including preparation of budgets
13. Representing SSE at partner / funder meetings and attending Corporate Supporters Group Meetings, where relevant

General responsibilities

14. Liaising and working with colleagues across SSE, as required, to fulfil the above
15. Carry out other tasks that are within the scope, spirit and purpose of the role

Key relationships

The post-holder will report to the Director of Development and External Affairs and will work routinely with programme and development colleagues, as well as closely with the CEO on specific initiatives.

PERSON SPECIFICATION

Knowledge/skills:

- Strong relationship management and verbal and written communication skills, with the ability to relate to people at all levels
- Previous experience of working in an account or relationship management role in the voluntary, community or social enterprise sector in the UK or globally
- Understanding of different types of funders and their varied expectations of what constitutes a successful funding relationship / charity partnership
- Ability to produce a range of high quality written and numeric material for both external funders and internal audiences (e.g. proposals, budgets, presentations)
- Previous experience of proposal and bid-writing for a corporate and / or trust and foundation audience
- A willingness and ability to work creatively and developmentally with colleagues who are delivering training courses and managing learning programmes to understand students' needs and to shape new business opportunities, 'products' and proposals
- Computer/IT proficiency

Desirable

- Knowledge and understanding of the issues, challenges and opportunities facing the charity and / or social enterprise sector
- An understanding of how learning programmes and training courses can help address the issues, challenges and opportunities facing social entrepreneurs and social sector leaders

Personal attributes

- Enthusiastic about and interested in social entrepreneurship and social change
- Able to identify priorities and self-organise a busy workload
- Resourceful and adaptable
- Friendly, positive and professional
- A team player
- Commitment to ongoing learning and personal development

KEY DETAILS

Reports to: Director of Development and External Affairs

Salary: Starting £35,471 to £36,254 (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) responding to the following questions:

1. What excites you about joining the School for Social Entrepreneurs?
2. What skills, experience and attributes would you bring to ensure success in the role?

In your application please include role reference NS2017, your full contact details, and 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 recruitment@sse.org.uk by 5pm on Wednesday 13th September and title your email 'Development Manager Application, Role Reference

NS2017'. Interviews will be held on Thursday 21st September. Second interviews will be held on Monday 2nd October.

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.