



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

DEVELOPMENT MANAGER

Role Reference: AW2017

2017

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 purpose of the role is to generate new business on behalf of SSE. You will be fundraising for exciting new initiatives which will enable SSE to launch and develop innovations to support the sustainability of social enterprises and, in turn the School for Social Entrepreneurs as well as contributing to the fundraising requirement for one of our major national partnerships. The postholder will sit within SSE's Development and External Affairs Team and will work closely with the CEO on a day to day basis.

Key responsibilities

Business development

1. Writing compelling bids and project proposals to potential funders, in both written and presentation format
2. Preparing project and programme budgets for new business opportunities, liaising with SSE's Financial Controller as appropriate
3. Often with the CEO representing SSE at meetings and events with potential partners / funders, including attending Corporate Supporters Group Meetings where relevant
4. Liaising with potential partners / funders as part of the fundraising and development process, which may include gathering further data or information and helping to coordinate a response to their enquiry
5. Working proactively to take forward new business opportunities aligned to SSE's Strategic Plan. This may include convening discussions, researching, shortlisting, developing ideas, writing and costing new products and programmes

Collaboration

6. Enabling the successful transition of newly secured funder relationships into the programme delivery team, providing comprehensive handover of funders' requirements

7. Liaising and working with colleagues across SSE to share ideas and coordinate funding approaches
8. Tracking, managing and reporting on fundraising activities and pipeline development

General responsibilities

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

Key relationships

The postholder will report to the Director of Development and External Affairs. On a day to day basis they will work closely with the CEO and with the Strategic Project Manager in relation to SSE's new innovation. The postholder will work alongside other Development Managers in the team and with the Financial Controller when developing project / programme budgets.

PERSON SPECIFICATION

Knowledge/skills

- Excellent bid / copy writing skills for large scale, complex and innovative programmes of work
- Excellent budget preparation skills for large scale, complex and innovative programmes of work
- Ability to produce high quality written and numeric material for both external funders and internal audiences (e.g. presentations)
- Strong relationship management and communication skills, with the ability to relate to people at all levels
- A willingness and ability to work creatively and developmentally with colleagues to shape 'products' and proposals for new areas of work
- Computer/IT proficiency, including ability to use Word, Powerpoint, and Excel

Desirable

- Previous experience of working in a development or fundraising role in the voluntary, community or social enterprise sector in the UK or globally
- Knowledge and / or experience of the grant making sector
- Knowledge and understanding of the issues, challenges and opportunities facing the charity and / or social enterprise sector

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: 4-5 days 28-35 per week (normal office hours 10-6 but negotiable)

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) answering the following questions:

1. What excites you about joining the School for Social Entrepreneurs?
2. How you would make an effective contribution to SSE's development and fundraising activity?

Please mention where you found out about the role and also include the names of two professional referees, including your current or most recent employer (not included in the 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 recruitment@sse.org.uk by midday on Monday 11th December and title your email 'Development Manager'. Interviews will be held on Tuesday 19th December and Second interviews will be held on the Friday 5th January

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.