



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

DEVELOPMENT MANAGER

Role Reference: AW2016

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. The Network team support SSE's international and UK schools outside of London. This role will support the CE on national or international proposals, and will work very closely with the development leads in the London School and 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 new role will be responsible for developing new business opportunities alongside the CE, within the context of the SSE's overall strategy. As part of our 5 Year Strategic Plan we are focusing on strengthening our Network of Schools. The role will support the CE to secure significant new resources and achieve agreed income targets for the School for Social Entrepreneurs.

Development activity is co-ordinated by the Development Forum and the new role will be responsible for ensuring alignment and follow through of the CE's development activities.

The purpose of the role is to support the CE to generate new business in 4 key ways:

- Support the CE to secure resources to be brokered across the Network, focusing on writing clear and effective bids, proposals and budgets
- Gather data and input from across the Schools Network to support the design and development of effective bids, proposals and budgets.
- Work closely with the Development Forum and development colleagues to ensure a joined up approach to fund development activities and reporting.
- Enable the successful transition of secured funder relationships into the Network Team for on-going stewardship and management.

Key responsibilities

Business development

- Working proactively with the CE to shape new business opportunities aligned to SSE's Strategic Plan. This will include convening discussions, researching, shortlisting, developing ideas, writing and costing new products and programmes.
- Write compelling bids and project proposals to potential funders and prepare budgets.
- Support and contribute to delivering the organisation's fundraising needs.

- With the Development Forum support the creation of annual development strategy for SSE.
- Representing SSE at partner / funder meetings and attending Corporate Supporters Group Meetings, where relevant.

Collaboration

- Liaising and working with colleagues in the London School and Network Team to share ideas and coordinate funding approaches.
- Liaising and working with staff across the Schools Network to share ideas, develop new products and opportunities and coordinate funding approaches.
- Enable the successful transition of newly secured funder relationships into the Network Team, providing comprehensive handover of funders' requirements.
- Attendance and active engagement in SSE's Development Forum to ensure effective internal coordination and to regularly review the pipeline against annual fundraising needs, implementing actions as necessary.
- Track, manage and report on CE activities and pipeline development to the Board of Trustees and Development Forum.
- Contribute to the strategic direction of SSE and being an active participant in team meetings.

General responsibilities

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

Key relationships

The postholder will report to the CEO and will work closely with the CEO, SMT, and other key development colleagues in the London and Network Teams.

London School:

- Development Coordinator
- Sales and Marketing Manager
- Development Manager (due Sept 2016)

Network Team:

- Development Manager
- Network Manager

PERSON SPECIFICATION

Knowledge/skills:

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

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 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
- Knowledge of Salesforce Customer Relationship Management Software

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: Chief Executive

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.

In your application please include:

- Role reference: AW2016
- Full contact details
- 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 AW 2016'. Interviews will be held on Wednesday 20th 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.