



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

EXECUTIVE ASSISTANT & OFFICE MANAGER

June 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 the CE and wide 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, 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

To provide the Chief Executive, Senior Management Team and Board with the relevant administrative and secretarial support to ensure effective management of the organisation.

This is a critical role within the Central Office, with three main functions:

1. Manage the Chief Executive's Office
2. Support Board of Trustees and Senior Management Team
3. Manage the SSE Central office and reception

This is a great opportunity for anyone with a passion for social change and interest in the social enterprise sector to work closely with the CE and be involved with all areas of the running of the organisation.

Key Responsibilities

Manage CE's office

- Being first point of contact for the CE and liaise with internal and external contacts as required.
- Provide diary management for the CE.
- Manage the CE's email inbox.
- Plan and organise internal and external meetings, including travel and appropriate papers.
- Draft reports and presentations as required.
- Manage the turnaround of information and filing in the CE's office.
- Prepare expense claims.
- Take on small projects as and when required.

Support Board of Trustees and Senior Management Team

- Consolidate and prepare accurate papers for Board of Trustees including the CE report for Trustees.
- Co-ordinate Board meetings; prepare agendas, circulate papers, take minutes and ensure follow up of agreed actions.
- Co-ordinate SMT meetings; prepare agendas, circulate papers, take minutes and ensure follow up of agreed actions
- Arrange Finance Audit and Risk Committee meetings and logistics.

Manage SSE Central Office and reception

- Under direction of CE, ensure adherence to office health and safety requirements including staff training, induction and regulatory changes.
- Management of HR and personnel records, including sick days and annual leave.
- Lead on staff recruitment; advertising roles, collating applications and arranging interviews

- Providing reception services to the office and taking responsibility for providing a warm and prompt welcome to all visitors to SSE.
- Answer telephone calls and manage general enquiries.
- Arrange hospitality and external room bookings for meetings as requested.
- Contribute to the continued development of efficient and effective administrative procedures in the office.
- Managing office supplies and stationery to ensure that the office is well stocked and reporting any maintenance or IT issues in a timely and effective manner.

Key Relationships

The postholder will report to the CE and will be part of the Executive team, but will liaise with colleagues across the organisation.

Executive Team:

- Chief Executive
- Business Analyst
- Development Manager (to be confirmed)

Senior Management Team:

- Chief Executive
- Director of London School
- Director of Network

PERSON SPECIFICATION

Knowledge / skills:

- Experienced in an EA role or similar PA role.
- Experience of accurate and timely minute taking.
- Experience of administration and diary management.
- Working with Microsoft Office, in particular Outlook to manage a busy diary/schedule.

Desirable:

- Knowledge of health and safety management.
- Experience within the charity sector.

Personal attributes:

- Enthusiastic about and interested in social entrepreneurship and social change.
- Able to identify priorities and self-organise a busy workload and diary.
- Quick with great attention to detail.
- Highly organised and efficient.
- Welcoming and able to communicate with a wide range of stakeholders including students, funders and speakers.
- Ability to use initiative and work independently and manage your own workload successfully.
- Ability to work with discretion and keep confidentiality where necessary.

KEY DETAILS

Reports to: Chief Executive

Salary: £29,776 + 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 Bridge offices in London

HOW TO APPLY

To apply for the role, please send a copy of your current CV (including details of 2 referees – these will only be contacted if you are successful) plus covering letter explaining your suitability for the role and answering the following questions (no more than one A4 side):

- 1. What do you think are the most important traits of an excellent Executive Assistant?**
- 2. As Office Manager, how would you ensure the smooth running of the office?**

In your application please include:

- Full contact details
- Where you found out about the role
- 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 Isabel.langdon@sse.org.uk by 9am on 11th July
Interviews will be held on Thursday 21st July. Second interviews will be held on
Wednesday 27th 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.