



school for  
social  
entrepreneurs

# **RECRUITMENT INFORMATION PACK**

**STRATEGIC PROJECT MANAGER**

**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](http://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*. SSE is a registered charity and company limited by guarantee, established by serial social entrepreneur Michael Young in 1997.

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, where this role is based, SSE has a network of Schools comprising eight schools across the UK, 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 and is about to roll out a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with PwC, Linklaters, RSA Group and others.

## Purpose of the role

The Strategic Project Manager's role is to support the sustainability of SSE by working with SSE's CEO to research, develop, resource and embed new projects within our operations. This is a new role and the successful applicant will work with our CEO to progress six key new work-streams with the aim of achieving greater organisational sustainability.

This is a high responsibility role and as it is a new position, you will be required to think on your feet and be entrepreneurial. You will need to work flexibly to meet the needs of the organisation as new projects develop, whilst being confident and capable of driving new work-streams forward within the organisation.

The successful applicant will lead on R&D and project planning, so that SSE can successfully embed new work-streams into the organisation. The Strategic Project Manager will then project manage the embedding of selected work-streams into the organisation's operations.

The post holder will work directly with the CEO on a regular basis and will also have a close working relationship with the Senior Management Team and Chair of Trustees.

## Key responsibilities

### Project management

- Effectively and efficiently manage the various strands of activity related to the set-up and establishment of new strategic projects; including mapping out the critical path for new projects, conducting market research, leading on project resourcing, assembling and managing internal project teams, and identifying milestones for new strategic projects.
- Take responsibility for driving new projects forward within SSE and ensuring timelines and milestones are hit.
- Leading and further developing SSE's new Match Trading™ grant innovation projects; developing partnerships, seeking relevant legal advice and guidance, taking responsibility for project resourcing, governance and administration.

### Relationships

- Co-ordinate and manage internal project teams for each work-stream, working collaboratively to prioritise and complete tasks to ensure continual progress.
- Developing and managing relationships with key staff, external stakeholders and influencers to ensure that new projects are clearly communicated and understood.
- Oversee and manage external contractors including external agencies and freelancers.
- Become an internal digital champion and work with colleagues to ensure new projects align with SSE's broader digitalisation objectives.

### Finance, governance and administration

- Management of expenditure, budgets and financial reporting as required.
- Ensure legal and regulatory compliance for any new projects and any required internal governance changes within SSE are implemented.
- Prepare papers for SSE's Board on the development of new projects.
- Work with Executive Assistant to book meetings / send invites etc. as and when required.
- Ensure any operational changes are embedded within SSE and the teams – this includes liaising with HR, Office Manager, Board or FAR Committee.
- Carry out other tasks that are within the scope, spirit and purpose of the role. This is a new role and the day to day activities will vary depending on the work-stream in progress.

### Development

- Work alongside the CEO to efficiently follow up on meetings with external stakeholders.
- Work with development colleagues to support development and fundraising activities in relation to new strategic projects.
- Support the creation of fundraising materials and proposals.

### Key staff:

- CEO, SMT & Chair
- Executive Assistant on meeting administration, Board paper submissions etc.
- SMT and Financial Controller on regular updates

- Communication team to ensure consistent messaging and clear internal and external communications
- Development team on development and fundraising

## PERSON SPECIFICATION

### Knowledge/skills/experience:

#### *Essential*

- Highly organised, can manage a diverse workload effectively, switching between mission critical activities and day to day maintenance.
- Strong project management skills, able to identify tasks, timelines, and responsibilities and coordinate efforts to meet requirements.
- Experience of undertaking research and development for new business ideas.
- A good communicator, able to translate complex ideas to multiple audiences and in different formats.
- Attention to detail.
- Highly IT literate including a working knowledge of PowerPoint and Excel.
- Budget management experience.
- Previous paid work or voluntary experience in a charity or social enterprise and an interest in the third-sector.

#### *Desirable*

- Innovation management qualification or experience.
- Communication qualification or experience.
- A solid understanding and interest in how the current political and economic environment has impacted the charity sector.
- Previous experience working within the voluntary sector/social enterprise sector.

### Personal attributes:

- Reliable, someone who will take personal responsibility for getting the job done well.
- Planned and organised, able to prioritise a varied workload.
- Friendly and a positive attitude, willing to be flexible.
- Excited about the opportunity to work on new innovative work-streams and bring ground-breaking ideas to market.
- Enthusiastic about working for a charity / social enterprise.
- Cool-headed and unflappable, can deliver under-pressure and work to tight deadlines.

### Key details

**Salary:** £35,471 +5% pension contribution

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

**Annual leave:** 25 days pro rata

**Contract:** 12 month fixed Term contract (anticipated start date February 2018) with the potential for extension

**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 Bridge offices in London

## TO APPLY

To apply for the role, please send a copy of your current CV and a covering letter (maximum 600 words) answering the following questions:

1. **What attracted you to apply for this role?**
2. **What skills and experience do you have that make you a great candidate for the Strategic Project Manager role at SSE?**

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](mailto:recruitment@sse.org.uk) by midday on Monday 11<sup>th</sup> December and title your email 'Strategic Project Manager Application'. Interviews will be held on Wednesday 20<sup>th</sup> December and Second interviews will be held on the Friday 5<sup>th</sup> January**

*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.*