



## **RECRUITMENT INFORMATION PACK**

### **Learning Manager (Maternity Cover)**

**2016**

## Welcome

Thank you for your interest in applying for the role of Learning Manager at the School for Social Entrepreneurs in London.

We have put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website [www.the-sse.org](http://www.the-sse.org) for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

## 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.*

The SSE runs 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 individuals to realise their potential and to establish, scale and sustain, social enterprises and social businesses across the UK, Australia, Canada and India.

## About SSE in London

This role will be based within our Central London Offices at London Bridge. This is a critical role within our London School. As part of the central office the London school is the flagship provider of learning activities for social entrepreneurs. Running a wide range of courses including one day, 3 month and year-long courses we work with over 500 participants a year.

Working closely with SSE's Head of Learning, Director of London School and the other Learning Manager you will design, plan and deliver high quality learning programmes and support for social entrepreneurs enabling them to develop organisations that have social benefit and contribute to their personal development as leaders of change.

We work hard to ensure all our activities are of a high quality and work supportively with colleagues in our international franchise to share good practice and ideas.

Our central offices in London Bridge are busy, friendly and dynamic with 24 staff based here. SSE is a vibrant organisation; we work entrepreneurially and are hugely committed to providing quality learning opportunities for social entrepreneurs. We continue to enjoy a period of expansion and development. Working here is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas you'll enjoy how we work. We have a Senior Management Team that are approachable and open and a hugely committed and talented board of trustees.

### **About You**

We are looking for someone who has great people skills, including facilitation and who ideally has experience of coaching and planning and delivering learning programmes. Ideally you will also have an understanding, and perhaps experience of, setting up and leading new projects and organisations. You will understand alternative learning models and share SSE's fundamental value of learning by doing. You will be able to form relationships quickly and work with openness and integrity. Above all, you'll be passionate about social entrepreneurship and helping people to develop. So as well as good facilitation and chairing skills, you will be able to help students draw out learning from external speakers that is useful for their own personal development and their organisations.

## Job description & person specification

Learning Manager, London School

**Reports to:** Head of Learning

**Salary:** Starting from £34,431 + 5%, pension depending on skills and experience

**Hours:** Full-time 5 days per week or part-time 4 days per week (normal office hours 10-6)

**Contract:** Fixed-term maternity cover, from early July 2016 - early August 2017 (6-month probationary period)

**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

### Job description:

#### 1. London Delivery

1. Planning and delivering SSE's range of learning programmes and supporting social entrepreneurs who are developing a variety of projects from a start-up phase through to those leading established organisations.
2. Creating an exciting and secure learning environment, facilitating groups/groupwork and chairing external speaker sessions, with diverse cohorts of social entrepreneurs. Ensuring each student has a transformative and valuable experience and that they are enabled to make practical progress with their projects and achieve a level of personal development.
3. Providing one to one personal support for a number of students as part of their learning and to provide pastoral care for the cohorts.
4. Play a supporting role in managing SSE's mentoring programme and work effectively with partner organisations to help deliver a large scale mentoring project including mentor training.
5. To run action learning sets for social entrepreneurs.
6. Recruiting social entrepreneurs onto SSE's learning programmes, including interviewing potential students, contributing to publicising programmes and undertaking outreach to ensure SSE is fulfilling its mission in reaching social entrepreneurs and ensuring a diverse pool of applicants.
7. Managing recruitment of students to ensure a balance between a diverse cohort and the requirements of investors/funders and to review the recruitment process annually.

8. Working closely with colleagues to ensure high quality monitoring and evaluation systems are in place that comply with SSE's quality standards and participate in the audit of the London School.  
9. To maintain effective relationships with freelance staff and volunteers ensuring the reputation of SSE is maintained and developed.

10. To contribute to developing a pool of learning resources and learning activities that are engaging and add value.

11. To support the organisation and delivery of events including SSE's graduations, dragon's den type events and other events that support the development of social entrepreneurs and the SSE.

12. To give talks and presentations to promote the work of SSE to wider audiences

13. To support the Witness Relationship Officer (WRO) in developing and nurturing SSE's pool of speakers and witnesses ensuring the programme provides stimulating and valuable input and that sessions are relevant and practical.

14. Working with the WRO to maintain and develop relationships with speakers who contribute to the programme, providing appropriate briefings, ensuring speakers are welcomed, feel valued and want to continue to support SSE.

## **2. Supporting the SSE Network of Franchise Schools**

15. Involvement in supporting SSE's network of national and international franchise schools by providing information, advice and support to staff.

16. Contributing to SSE's annual school audit which encourages best practice and ensures compliance with quality standards. To take forward recommendations and actions as necessary.

## **3. General responsibilities**

17. Participate in regular one to ones with line manager as part of your ongoing personal development and training.

18. Carry out other tasks that are within the scope, spirit and purpose of the job.

### **Key relationships:**

Although this post reports in to the Head of Learning, you will work very closely with the Director of London School, the other Learning Manager and be supported by the Project Officer, Witness Relationship Officer and Programmes Administrator. You will also work closely with our Sales & Marketing Officer in developing and facilitating short courses.

## Person specification:

### Experience - Essential

1. A proven track record of designing and delivering effective learning and support programmes using different learning styles to cater for a diverse audience
2. Experience of facilitating and working with groups.

### Experience - Desirable

3. Experience of setting up and developing or managing a project, organisation or business with social purpose, including; fundraising and project development.
4. Experience of facilitating Action Learning Sets

### Knowledge - Essential

5. Understanding of different styles of learning, coaching and facilitation.
6. Knowledge and understanding of Action Learning/Learning by Doing and how this relates to developing social entrepreneurs
7. Understanding of the issues experienced by social entrepreneurs and of the needs of individuals seeking to set up and develop organisations with social mission
8. An understanding of processes for ensuring and monitoring quality.

### Knowledge - Desirable

9. Understanding and awareness of issues affecting the social enterprise or charity sector
10. Relevant training or qualifications e.g. in coaching, facilitation or business support.

### Skills

11. An excellent ability to facilitate groups and individuals to ensure student learning (including coaching and training skills).
12. An ability to communicate and work effectively with a wide range of people including individual students, diverse cohorts, funders and other stakeholders in the SSE Network.
13. An ability to motivate, support and challenge social entrepreneurs
14. An aptitude for programme design and innovation.
15. Strong organisational ability and self-motivation to work without close supervision.

16. Ability to assess conflicting priorities, take appropriate action and manage difficult behaviour
17. Good presentation skills.
18. Computer/IT proficiency.

### **Attributes**

1. A commitment to student-centred learning and an interest and belief in the capacity of individuals to create change and that their effectiveness can be increased through appropriate support and development.
2. An enthusiasm and ability to learn quickly about a range of subjects relevant to the SSE, from social enterprise to co-operatives, education to health, organisational development to marketing.
3. Drive, focus and good judgement.
4. Able to model transparent, open and informal behaviour with our students
5. Enthusiasm and interest around social entrepreneurship.
6. Commitment to on-going personal development and training.
7. Resourceful, adaptable and confident to be yourself.
8. Willingness to work flexibly as regards working hours and methods

### **To Apply:**

To apply for the role of Learning Manager at SSE London please send your CV and a covering letter answering the following questions:

**1. What excites you about the prospect of working for the School for Social Entrepreneurs? (max 200 words)**

**2. How would you be an excellent Learning Manager for our social entrepreneurs? (Max 300 words\*)**

\*Answers over the word count will be unsuccessful!

Please send your application to [kylie.dickenson@sse.org.uk](mailto:kylie.dickenson@sse.org.uk) by **6pm on Tuesday 3<sup>rd</sup> May.**

**First round interviews will take place on Wednesday 12<sup>th</sup> August 2015.**