



RECRUITMENT INFORMATION PACK

Learning Facilitator

August 2017



Welcome

Thank you for your interest in applying for the role of Learning Facilitator at the School for Social Entrepreneurs North West.

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 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, Canada and India.

About SSE North West

This role will be based within the North West School, SSE North West, which is part of the award winning Blackburne House Group. As part of the SSE NW team, you will work alongside the Our Bright Future Project Team to support the delivery of social enterprise support programmes. You will design, plan and deliver high quality learning programmes and support young social entrepreneurs, enabling them to develop an understanding of social enterprise, generate and develop ideas for businesses and projects that have a social/



environmental benefit and contribute to their personal development as future 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.

SSE is a vibrant organisation; we work entrepreneurially and are hugely committed to providing quality learning opportunities for social entrepreneurs. 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.

About Blackburne House Group

Blackburne House Group is a training led organisation, which delivers high quality training, education and consultancy services. It is a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre. Attracting thousands of visitors each year, facilities include an 'Outstanding' Ofsted graded education centre for women, the award winning School for Social Entrepreneurs North West, a thriving café bar, a women's health suite, excellent conference facilities and a 30 place nursery.

Blackburne House Group is a successful and vibrant organisation that has grown from a centre of education for women to being one of the UK's leading and pioneering social enterprises. Thousands of visitors, students and businesses continue to use its services and the work it undertake enables individuals, organisations and businesses to positively impact on the local economy.

From the beginning, Blackburne House Group has successfully established a number of highly acclaimed and flourishing social enterprises which continue to support its educational aims and provide tangible examples of how new markets can be used to serve local communities.

Blackburne House Group has a set of values that defines its aims and which it aspires to follow in all aspects of its work:

Inspiration

We provide the highest possible quality of inspirational education and development - and our teaching and working methods and our services and environment reflect this relentless commitment.

Transformation

We believe in using creative working methods to develop new and innovative ways of fulfilling and exceeding our financial, social and environmental aims - renewing and transforming our business and helping us to touch and transform the lives of everyone who works with Blackburne House.

Equality

Blackburne House is and has always been about holistic approaches to improving the lives of women - all women. We constantly build on the diversity and range of our services, including support and education services for children and men, where these will contribute to improving the lives of women.

Independence



As well as helping our students and service users to develop their own independence, our charitable and commercial activities all operate to continuously improving business standards - to deliver the independence of Blackburne House.

About the Bee You Project

Blackburne House Group has launched an ambitious Bee You Project that aims to educate and up-skill young people in entrepreneurial activities and the ancient art of Beekeeping. We want to engage with 600 young people, aged between 17-24 years, over the course of five years to have an impact on the green economy, whilst positively influencing the decline of the local honey bee population.

The young people will attend learning programmes of both theoretical and practical Bee Keeper training to ensure they are able to sustain the livestock, gaining additional skills around hive making, research into bee habitats and environmental impact, honey extraction and product making. Entrepreneurial activities such as fundraising, taking products to market, business planning and social enterprise development will be delivered by our SSE North West Team.

Learning Programmes take place in a diverse range of settings including schools, colleges, universities, the prison service and voluntary and community sector organisations.

It is expected that 600 newly trained Beekeepers with mentoring support will be responsible for the support of 200 hives in developed green spaces in Merseyside. In turn, we hope that this will introduce an additional 14million honey bees to the area and allow for the production and sale of approximately 6,000 pounds of local honey and associated products.

The Bee You project is part of Our Bright Future, a £33 million programme funded by the Big Lottery Fund and run by a consortium of eight organisations which is led by The Wildlife Trusts.

Our Bright Future aims to tackle three big challenges facing society today - a lack of social cohesion, a lack of opportunities for young people and vulnerability to climate change. Thirty one youth-led projects across the UK are each receiving around £1m of funding to give young people the skills and knowledge to improve their local environments - from reducing marine pollution to minimising food waste.

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



Post: Learning Facilitator (Part Time. 3 days per week, Fixed Term)

Salary: £26,000 (pro rata)

Responsible to: School for Social Entrepreneurs North West Head of School

Responsible for: Social Enterprise Support Programme

Probationary Period: 3 months

Overview of Role:

As part of the SSE NW team you will work alongside the Our Bright Future Project Team, to support the delivery of social enterprise support programmes. You will design, plan and deliver high quality learning programmes and support young social entrepreneurs enabling them to develop an understanding of social enterprise, generate and develop ideas for businesses and projects that have a social / environmental benefit and contribute to their personal development as future leaders of change.

Working at SSE is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas, you'll enjoy how we work.

We are looking for someone who has great people skills, including facilitation and ideally who has experience of coaching and planning and delivering learning programmes, particularly to young people. 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 young people to develop.

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 evening and weekend work or travel within the UK.

Project Responsibilities:

- Planning and delivering SSE's learning programmes and supporting young social entrepreneurs, enabling them to develop an understanding of social enterprise, generate and develop ideas for businesses and projects that have a social / environmental benefit. You will also contribute to their personal development as future leaders of change.



- Creating an exciting and secure learning environment, facilitating groups/group work and charring 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.
- Providing one to one personal support for a number of students as part of their learning and to provide pastoral care for the cohorts.
- Working closely with colleagues to ensure high quality monitoring and evaluation systems are in place that comply with our quality standards.
- To maintain effective relationships ensuring the reputations of SSE, Blackburne House Group and relevant funders are maintained and developed.
- To contribute to developing a pool of learning resources and learning activities that are engaging and add value.
- 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.
- To give talks and presentations to promote the work of SSE and projects to wider audiences.
- To support the development and nurturing of SSE's pool of speakers and witnesses, ensuring the programme provides stimulating and valuable input and that sessions are relevant and practical.
- Working 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 and Blackburne House Group.
- Attendance at stakeholder and partner meetings to support learner recruitment.
- Day-to-day support in management of project through the entire project lifecycle, within budget, to set timescales and to high standards.
- Contribute to the strategic direction of project activity and ongoing sustainability.
- To provide regular updates on the project progress and provide regular and accurate data to the Project Manager to inform the monitoring reports required to the funder and Blackburne House Group to ensure contract compliance.
- Support Blackburne House Education with ongoing Bee You course recruitment.
- Carry out other tasks that are within the scope, spirit and purpose of the job.



Project Accounting Responsibilities:

- Provide necessary and accurate information to the Project Manager to ensure project budget is adhered to.
- Provide accurate and necessary information that informs reports and updates for project funders.
- Engagement with the SSE's national and international schools by taking part in good practice and professional development activities.
- Participate in regular one to ones with line manager as part of ongoing personal development and training.

Person Specification

Essential Experience

- A proven track record of designing and delivering effective learning and support programmes using different learning styles to cater for a diverse audience, especially young people.
- Experience of facilitating and working with groups.

Desirable Experience

- Experience of setting up and developing or managing a project, organisation or business with social purpose, including fundraising and project development.

Essential Knowledge

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

Desirable Knowledge

- Understanding and awareness of issues affecting the social enterprise or charity sector.



- Relevant training or qualifications e.g. in coaching, facilitation or business support.

Skills

- An excellent ability to facilitate groups and individuals to ensure student learning (including coaching and training skills).
- An ability to communicate and work effectively with a wide range of people including individual students, diverse cohorts, funders and other stakeholders.
- An ability to motivate, support and challenge course participants.
- An aptitude for programme design and innovation.
- Strong organisational ability and self-motivation to work without close supervision.
- Ability to assess conflicting priorities, take appropriate action and manage difficult behaviour.
- Good presentation skills.
- Computer/IT proficiency.

Attributes

- 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.
- An enthusiasm and ability to learn quickly about a range of subjects relevant to the programme.
- Drive, focus and good judgement.
- Able to model transparent, open and informal behaviour with our students.
- Enthusiasm and interest around social entrepreneurship.
- Commitment to on-going personal development and training.
- Resourceful, adaptable and confident to be yourself.
- Willingness to work flexibly as regards working hours and methods.



Competency	Level required
Understanding stakeholder needs	4
Bigger picture/strategic perspective	4
Problem solving	4
Tactical thinking	3
Drive for achievement	3
Managing performance	3
Achieving quality and excellence	4
Initiating and implementing change*	3
Innovation	3
Interpersonal communication*	3
Influencing	3
Networking and alliance building	4
Team working*	4
Personal leadership	4
Developing others	3
Courage and decisiveness	4
Flexibility and resilience*	3
Learning orientation	3

To Apply

Please return your completed application form to angelastanley@blackburnehouse.co.uk
by 12 noon on Friday 8th September 2017