



school for  
social  
entrepreneurs

## **RECRUITMENT INFORMATION PACK**

### **NETWORK MANAGER**

**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](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*.

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.

## The Network Team

This role is part of the Network Team which 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**

### **Role Purpose**

The Network Manager has responsibility for managing key aspects of SSE's social franchise network as well as being the first point of contact for CEOs of network schools across the UK and international network.

The Network Manager will be a team player, able to manage a busy and varied workload, work to specific goals and develop new ideas and opportunities.

### **Key Responsibilities**

#### **Network Management and Support**

- To cultivate positive, open and mutually beneficial relationships with staff and Board members of SSE network schools.
- To identify the needs of individual schools and the wider network and to provide support as appropriate, both directly and by leveraging the expertise of Network Team colleagues and other network school staff.
- To work with Network Team colleagues to organise and facilitate regular networking, learning and development opportunities for network school staff, including managing regular All-CEO calls and actively contributing to the planning and delivery of the annual Network Away Days.
- To consult with all stakeholders and input into strategic planning and projects, to ensure the SSE strategy is embedded across the SSE network and to manage SSE's Network Strategic Forum.
- To represent the Network Team on the Board/Steering Group of a number of network schools and on working groups, committees and projects as required.
- To support networks schools in the selection, recruitment and induction of key staff.
- To manage the licence agreements with network schools and ensure prompt payments of network licence fees.

- To periodically review SSE's franchise model ensuring it is fit for future purpose, provides value for money to network schools and continues to deliver on SSE's mission.

### Financial and Funding Support

- To develop and maintain a detailed understanding of the financial situation of each school, and the network as a whole.
- To work closely with staff and Board members of network schools to identify financial gaps and fundraising/ income generation needs.
- To support network schools' to increase their sustainability and income diversification by providing insight, sharing network best practice, coordinating partnerships and leveraging internal and external expertise and resources.
- To work closely with staff and Board members of network schools and with Network Team colleagues to identify and develop funding ideas and opportunities to increase school and network income from local and national sources.

### Innovation and Development

- To identify, develop and deliver new programmes, products and initiatives for network schools, students and fellows.
- To keep abreast of the social enterprise sector and new innovations, to share relevant information with network schools and use it to to inform the development of the SSE network, products and services.
- To respond to enquiries to open new SSE's in the UK and internationally.

### Additional Responsibilities

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

### **Key relationships**

- The Network Manager works in partnership with another Network Manager whose focus is on Quality and Learning and with the Development Manager. Both Network Managers report to the Network Director and work closely with the Communications Manager, National Programme Officer and other colleagues to develop, strengthen and grow SSE's network of schools. Relationships with the CEOs and Board members of network schools are key to this role and the post-holder will hold some externally facing relationships too.

### **Person Specification**

#### **Essential Knowledge Skills and Experience**

- Relationship management and communication skills, with the ability to relate to people at all levels and from a diverse range of backgrounds
- Influencing skills, with experience of influencing at all levels internally and externally
- Oral communication skills, with experience of presenting to, and facilitating varied audiences
- Written communication and reporting skills with experience of writing for different audiences
- Experience of inputting into and delivering on organisational strategy and/or programme strategies.
- Creativity and resourcefulness, able to find and to create opportunities that benefit the network of schools and the SSE franchise as a whole.
- Leadership and team working skills, with experience of coordinating dispersed teams.
- Project management skills with experience of running a number of concurrent projects.
- Knowledge of local and national fundraising landscape for charities, CICs etc.
- Financial analysis and budgeting skills, able to identify issues and propose appropriate solutions
- Proficient in Word, PowerPoint, Excel and databases

## Desirable Knowledge, Skills and Experience

- Knowledge of the social enterprise sector in the UK and/or internationally.
- Understanding of charity and social enterprise finances and governance.
- Knowledge of approaches to learning and skills development
- Experience of a senior role or board position in a small charity or social enterprise

## Personal Attributes

- Committed to addressing inequalities and social exclusion, with a clear interest in social enterprise
- Solutions focussed, entrepreneurial, resourceful and adaptable
- Friendly, organised and professional
- Highly organised, able to prioritise a varied and fast paced workload and deliver to deadlines
- A self-starter, able to work autonomously and to make decisions
- A team player committed to working collaboratively to achieve results

## Key Information

**Salary:** Starting from £34,776 - £35, 543 depending on experience.  
5% pension  
25 days annual leave

**Hours:** 35 hours per week. Normal office hours 10-6.  
Some antisocial hours may be required from time to time.

**Contract:** Permanent

**Reports to:** Network Director

**Location:** This role will be based at SSE's offices in London Bridge and involves regular travel around the UK network of schools including some overnight stays.

## To Apply

*To apply please send your CV and a covering letter answering the following questions:*

**1. What attracted you to apply for this role?**

**2. How would you support individual schools in the network to develop their plans for sustainability and growth?**

Please use no more than 800 words total to answer these questions

Please send your application to [ea@sse.org.uk](mailto:ea@sse.org.uk) by Midnight on Monday 8<sup>th</sup> August and title your email 'Network Manager Application'

Interviews will be held on 11<sup>th</sup> and 12<sup>th</sup> August.

Unfortunately due to our limited capacity we are unable 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.*