Application Pack for Programme Manager, Lloyds Bank Social Entrepreneurs Programme Plymouth. Associate (Freelance) Position

Contract Period: September 2015 to October 2016

Work Outline: Approximately 36 days in total, including 10 specified delivery days spread throughout the contract period with occasional evening and weekend work. The remainder of the contract needs to be aligned with programme needs but can be undertaken flexibly.

Location: Plymouth – with occasional travel in the South West and to

Dartington, Devon

Rate of Pay: £190 per day

Deadline for applications: Weds 12th August 2015

Interview: Tuesday 8th September 2015

Training Days: 24th September 2015 (Dartington), 28th and 29th September 2015 (London)

About the role:

The Lloyds Bank Social Entrepreneurs Programme in Plymouth is part of the School for Social Entrepreneurs Dartington. We have run a programme in Plymouth since 2013. A substantial investment from Lloyds Bank and the BIG Lottery Fund has meant that 38 social entrepreneurs have been supported by the Lloyds Bank Social Entrepreneurs Programme in Plymouth to date.

Now entering its third year 19 **social entrepreneurs** are eager to begin their journey with SSE in October 2015.

The creation of the Lloyds Bank Social Entrepreneurs Programme has generated much publicity and excitement and we are now looking for the right individual to take a central role in delivering real results for our students, our funders, our sponsors and the many supporters of School for Social Entrepreneurs in Plymouth.

The Lloyds Bank Social Entrepreneurs Programme is delivered in 12 locations across the UK. As the Programme Manager in Plymouth you will join a UK network of experienced facilitators and work closely with the small team of dedicated staff based at SSE Dartington. Our current Programme Manager is completing the delivery of the 2014/15 programme and will be available for handover and induction.

With support of the SSE Dartington team you will prepare and deliver a series of successful study blocks and project visits; coordinate the contributions of mentors, experts and witnesses; and support the learning needs of the cohort.

*See page 3 for full job description.*

About you:

You have excellent organisational and project management skills, and good coaching and facilitation skills. You understand action learning and have experience of the SSE learning methodology. You experience delivering successful learning programmes, show good leadership skills and are able to take full responsibility and ownership of the delivery of this SSE learning programme.

You will ideally have an understanding, and perhaps experience, of setting up and leading new projects, enterprises and organisations. You may even be a Fellow of SSE with first-hand experience of our approach. You will understand alternative learning models and share SSE’s fundamental value of learning by doing.

You will have strong negotiating, influencing and persuasion skills, 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 their social entrepreneurial skills.

***See page 4 & 5 for full person specification.***

To apply

To apply, please send your CV and a cover letter addressing within 500 words *why you are the right person for this role* (using the enclosed person specification as your guide) to:

julia.lally@dartington.org

For further information about the role and SSE Dartington please feel free to call the office: 01803 847057.

**Job description**

**Core responsibilities:**

1. To deliver action learning programmes to meet the needs of social entrepreneurs in the Plymouth area and fulfil the requirements of SSE, its partners, sponsors and funders.
2. To be an ambassador for the work of School for Social Entrepreneurs Dartington in the Plymouth area.

**Planning and Organisation**

* To prepare, deliver and facilitate stimulating and effective study and activity sessions for students, which meet their learning needs and the needs of SSE and its stakeholders
* To promote and develop action learning as an effective tool to support and develop social entrepreneurs
* To co-ordinate the contribution of a range of freelance speakers, expert witnesses, mentors, facilitators and tutors throughout their involvement in the programme
* To establish and maintain effective relationships with SSE Dartington staff and with SSE London staff in the interests of the students and their learning experience
* To support the learning needs of students and prepare them for the annual graduation event

**Administration**

* To provide information to SSE Dartington staff in accordance with the SSE quality standards and other stake holder requirements, as and when required
* To ensure that student feedback is obtained and recorded as and when required
* To contribute to the development of learning resources for the programme

**General Responsibilities:**

* Maintain regular and effective communication with SSE colleagues as required
* Participate in SSE Network programme manager communications and events as required
* Comply with Dartington policies on Equal Opportunities and Health and Safety
* Be responsible for own tax and national insurance

**Person specification**

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| --- | --- | --- |
| ***Description*** | ***Essential*** | ***Desirable*** |
| **Knowledge** |  |  |
|  | * Understanding of action learning
* Knowledge of what ensures delivery of an effective learning programme
* Understanding monitoring and evaluation processes
 | * Knowledge of local business and social enterprise networks in Plymouth and the West.
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| **Experience** |  |  |
|  | * Proven success as a trainer and facilitator
* Track record of delivering successful learning programmes
* Managing and delivering complex projects and/or programmes
* Running and facilitating effective events and meetings
* Working with under-represented/ disadvantaged groups and individuals, and understanding the issues they face in engagement
 | * Work experience in social enterprise or business sector
* Managing and growing organisations, particularly social enterprise
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| **Skills** |  |  |
|  | * Ability to motivate and Inspire
* Excellent organisational and facilitation skills
* Leardership skills
* Project management
* Networking, influencing and negotiation
* Strong interpersonal and communication skills
* Excellent presentation skills
* IT skills, including use of Word, Excel, database, email and DTP packages. Internet use and website content management
* Ability to prioritise and work to strict deadlines
* Ability to work independently and as part of a team
 | * An aptitude for programme design and innovation
* Strong social networking skills
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| **Personal Qualities** |  |  |
|  | * Creative
* Self motivated
* Sympathy with the culture and values of the SSE and Dartington
* An awareness of equality and diversity issues
* Commitment to own learning and ongoing development
* Flexible approach to hours worked
 | * Full, clean driving licence and use of car or, if disabled, access to alternative transport
* A belief that individuals are crucial catalysts in creating social change and that systematic learning and support represent valuable ways of increasing their effectiveness.
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