



school for
social
entrepreneurs

Job Information Pack

June 2015

Programme Manager

Yorkshire and Humber

School for Social Entrepreneurs

Enquiries to Sue Osborne, Director of School for Social
Entrepreneurs, Yorkshire and Humber 07900 194785 /
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Background information

Thank you for your interest in applying for the role of Programme Manager, Yorkshire and Humber at the School for Social Entrepreneurs. You are applying for a role at an exciting time for the School as we grow and develop our work. We are making some positive changes to the way we work and this role is a key part of this progress.

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.uk. Please do contact me for a more in-depth discussion if you'd like more detail on the role after reading through this pack. I'm more than happy to chat through any aspect of the role or the work of the Yorkshire and Humber School for Social Entrepreneurs with you.

About the School for Social Entrepreneurs

SSE was founded in 1997 by Michael Young. His passion for social entrepreneurs and his vision for the School for Social Entrepreneurs still underpins all we do today. The mission of the School for Social Entrepreneurs is to address inequalities and social exclusion by supporting social entrepreneurs from all backgrounds to transform their talent into real social outcomes, in the form of sustainable solutions to poverty and disadvantage in communities. It does this through the use of action-learning based programmes of personal and organisational development.

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

About SSE in Yorkshire and Humber and the North East

SSE works on a social franchising model. Each school is an independent company (or hosted by another organisation) and operates in a clearly defined geographical location.

The School for Social Entrepreneurs Yorkshire and Humber is an independent company. It has been operating across the Yorkshire and Humber region for five years and for the last two years has extended its reach into the North East of England.

The Lloyds Bank Social Entrepreneurs Programme

The Lloyds Bank Social Entrepreneurs Programme is a national one, with similar programmes being delivered by the other SSEs in the UK. SSE London/Central co-ordinates the programmes. We run the Lloyds Bank Social Entrepreneurs Programme in two regions, Yorkshire and Humber and the North East.

You will work with the facilitators of the Yorkshire and North East programmes, as well as staff from other SSEs to plan, prepare and deliver a series of successful study blocks and project visits; to co-ordinate the contributions of mentors, technical specialists and 'witnesses' to support the learning needs of the Lloyds social entrepreneur students.

We run our programmes from a variety of locations, so a willingness to travel will be critical for the role. This gives us more visibility across the region and allows wider engagement. Where possible we bring the North East and Yorkshire cohorts together for programme days in York. The programme days are attached as an appendix to this information pack. It is important you are able to attend most if not all programme days.

About the Person

You'll be passionate about helping people to develop and about social entrepreneurship. You will share SSE's fundamental value of learning by doing. You will understand alternative learning models and be aware of the longer term objectives of the learning journey for the Social Entrepreneurs

You will be capable of working remotely and confident about managing your workload independently. You will have strong negotiating, influencing and persuasion skills, be able to form relationships quickly and work with openness and integrity.

How to Apply

Please email a copy of your CV, with a covering letter outlining your suitability for the post by addressing the Person Specification, to Sue Osborne at sue.osborne@sseyh.org.uk

The closing date for applications is **5pm 10th July 2015**.

Interviews will take place on **21st July 2015**.

Ideally, we would like the person appointed into this post to start on **1st September 2015**.

Additional Information

For more information or for an informal chat about the job role, please contact Sue Osborne, Director of School for Social Entrepreneurs on 07900 194785

Job Description

Post Title: Programme Manager

Reporting to: Director of School for Social Entrepreneurs, Yorkshire and Humber

Salary: £25,000 p.a. FT (pro rata for PT role)

Contract: 3 days per week*

12 months fixed term contract, extendable to permanent subject to funding (3 month probationary period).

*There is considerable flexibility within this role. Most important is the right person is recruited for this role, so do have a discussion with the Director of the School about what you can offer. It is anticipated this is a 3 days per week role but the hours can be worked over 3 days or spread over 4 or 5 days. This is subject to prior discussion and agreement at the time of appointment. The expectation is that the successful candidate will be willing to adapt his/her working hours to suit the needs of the organisation. This will include being available for a full day on each programme day. There may also be occasional evening and weekend work.

This role requires regular travel across Yorkshire and Humber and the North East and on occasion to other parts of the UK.

Key purpose of role

- To ensure delivery of the Lloyds Bank Social Entrepreneurs programme in Yorkshire and the North East and fulfil the requirements of SSE, its partners and sponsors.
- To ensure delivery of a series of short courses across both regions
- To develop and build an excellent working relationship with all SSE facilitators
- To develop, manage and maintain an excellent network contributors and mentors
- To promote and develop action learning (learning by doing) as an effective tool to support and develop social entrepreneurs.
- To be responsible for the student recruitment for the Lloyds Bank Social Entrepreneurs programme and all other programmes

We would expect the Programme Manager to:

- be passionate about the SSE learning journey, understand the different learning styles and needs of individuals.

- be knowledgeable about social entrepreneurship and social enterprise, its challenges and opportunities
- be authentic, open and honest about their own limitations, not trying to hide their own lack of expertise and being open to learning for themselves
- be encouraging - it is important of the Programme Manager to be 'for' the social entrepreneur and to create programme days which maximise benefit for the social entrepreneur. This can mean creating a programme that is both supporting and challenging each student.
- be passionate - you will be keen to take on this role because you value the difference the SSE programmes make to the individual social entrepreneur and how it supports them to learn and grow
- be courageous - be willing to take risks regarding the programme day structure and learn from the results, we can all learn from mistakes and be creative as a consequence and it will develop new ways of learning
- be open minded - willing to work with anyone, be challenged and open for dialogue
- create lightness where appropriate in crafting the programme day - know when and how to have fun

Communication and Working Relationships

- To be a team player and work effectively with the Director and Administrator
- To source, manage and support a wide range of facilitators, freelance speakers, expert witnesses, mentors and tutors throughout their involvement in the programme. To ensure effective relationships are maintained and developed in the interests of SSE Yorkshire and Humber and the entrepreneur students.
- To distribute key materials to facilitators, entrepreneurs and contributors, using discretion and initiative to ensure that quality standards, guidelines and procedures are met
- To collate, analyse and monitor feedback (ventures, entrepreneurs, students and events) and make proposals for improvements
- To provide pastoral care for the SSE students across both regions if required.
- In conjunction with the Director of SSE Yorkshire and Humber and other SSE staff plan and host annual graduation event and other events to support and publicise the work of the school and its students.

Planning and Organisation

- To plan and prioritise own work to excellent standards to meet deadlines
- To lead the recruitment of the students to the Lloyds Bank Social Entrepreneurs programme, in particular to assist with information events, introductory conversations with potential entrepreneurs, interviews, selection processes and presentations.
- To be responsible for the management and delivery of the SSE long and short action learning programmes in both regions
- To prepare and on occasion deliver and facilitate stimulating and effective study and activity sessions for students, which meet their learning needs.
- To give talks and presentations to promote the work of SSE to wider audiences, particularly to assist with fundraising, student recruitment and to champion SSE as a whole and its approach to learning.
- To plan and co-ordinate meetings, events and workshops, team meetings, set agendas and prepare minutes
- To plan and organise special events, including graduation, residential, information, fellows and social events to a good standard to promote the school and students
- To have an understanding of quality assurance systems, processes and continuous improvement.

Administration

- To liaise with the SSE YH Administrator to ensure effective administration procedures are in place and maintained for the successful delivery of the SSE learning programme.
- To maintain SSE developed quality standards for the SSE learning programmes.

General

- Provide excellent customer service to internal and external customers
- Participate in regular one to ones with Director of School as part of ongoing personal development and training.
- Participate effectively in wider staff meetings and events as appropriate
- Promote anti-discriminatory practices in all work undertaken.
- Undertake training and development relevant to the role.
- Any other duties commensurate with the level of the post.

We are looking for someone who has

- confidence in themselves and the SSE learning journey
- an ability to craft programme days that create energy and performance in the group, taking into consideration different people's learning styles
- Excellent presentation skills
- a creative streak, allowing them to be creative with their programme planning
- Strong negotiation, influencing and persuasion skills
- Leadership skills and displays high levels of motivation
- Excellent networking and relationship development skills
- the expert knowledge that ensures they are rigorous in planning, design and evaluation of the learning journey
- Interpersonal and communication, presenting to a range of audiences
- the ability to be organised and methodical and so is able to create the detail required for each individual programme day
- A high level of proficiency in IT
- an ability to self-motivate, work with minimal supervision, use own initiative
- an ability to take an innovative approach to problem solving
- an ability to take a flexible approach to work issues
- the right attitude to seek ways to continuously improve and learn
- an ability to assess conflicting priorities and take appropriate action whilst at the same time is flexible and able to change or move plans accordingly

- a transparent, open and accountable manner
- Reliable, diplomatic, people-friendly skills so can manage difficult behaviour without judgement