



school for
social
entrepreneurs
cornwall

RECRUITMENT INFORMATION PACK

ADMINISTRATOR & PROJECT COORDINATOR

April 2016

Welcome

Thank you for your interest in the School for Social Entrepreneurs. This pack provides all the information you need to find out more about us and the role of Administrator and Project Coordinator at SSE Cornwall.

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.

We operate as a social franchise and have eleven franchise partners operating in the UK, and three global schools, Australia, Canada and most recently India.

About SSE in Cornwall

Our SSE office in Cornwall is busy, friendly and dynamic. We are an independent school however we maintain close links with our UK and global network of schools.

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.

About You

We are looking for someone who has great people skills and fantastic administrative and coordination skills with an ability to spin plates! This is a fast paced busy environment so you'll need to enjoy working pro-actively. You will be able to confidently manage your own workload and manage conflicting priorities. You'll need excellent interpersonal skills and written communication skills, have the ability to manage our HUB, organise events and enjoy working as a part of a supportive team.

JOB DESCRIPTION

ADMINISTRATOR & PROJECT COORDINATOR POST

Reports to: CEO

Salary: £19,500

Hours: full time 37.5 hours per week (normal office hours 9am – 5pm)

Contract: Fixed Term from June 2016 – 30th Nov 2018 (subject to satisfactory completion of 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 post is based in at the SSE Cornwall HUB, Tregonissey House St Austell, however, there will be some travel around the UK, visits to the SSE Central (London) and other Schools in the Network for occasional events & training.

A car parking space at the HUB will be made available.

Job Purpose

1. Assist with student recruitment (application forms, sending, collecting, tracking, arranging interviews, confirmation letters etc)
2. Designing programme dates for the SSE programme(s)
3. Designing / preparing documents for study sessions, ALS and tutorials in accordance with SSE standards
4. Managing student extranet resource; liaising with students and uploading evidence to portal i.e supporting material, videos
5. Co-ordinate room bookings for meeting's study sessions
6. Liaise with experts, witnesses, tutors and Action Learning Set facilitators thereby assisting with the smooth running of the SSE programme
7. Managing the relationship with students by keeping in touch, responding to queries, updating re upcoming sessions

8. Provide general administrative support to the Cornwall SSE Team
9. Working with Learning Manager Preparing documentation ensuring that requirements are met for annual programme audit

Office Management:

1. Be the first point of contact for the SSE (telephone, in person, e-mail etc) – taking lead responsibility for prompt and effective communications
2. Manage and improve office information systems including contacts databases of Fellows and current students using the CRM system Salesforce. Manage paper files
3. Be responsible for ensuring that the administrative requirements of funding contracts are met
4. Ensuring appropriate systems, records and student files are kept in line with ERDF Contract requirements
5. Manage office supplies and stationary
6. Manage the upkeep of the office e.g. ensuring it well organised, and presentable.
7. Provide administrative support for staff recruitment (including placing adverts, sending applications, tracking, preparing docs for interviews, keeping in touch with the candidates, dealing with payroll dept when new staff employed).
8. Undertake risk assessments for venues being used for delivery
9. Maintain office accident book
10. Oversee any office renovation
11. Arrange room bookings
12. Logistics (e.g. trains, flights, hotels, venues) for Staff/Board.
13. Taking care of SSE subscriptions
14. Attendance at Board Meetings & minute taking
15. Carry out other duties that are within the scope and spirit of the Administrator & Programme Co-ordinator role.

Marketing:

To work closely with the Cornwall SSE CEO and Marketing Specialist to ensure that all opportunities to raise the profile of the Cornwall SSE are utilised.

CEO Support:

1. Managing CEOs diary including arranging meetings on a daily basis

2. Preparing paperwork for meetings (including quarterly Board meetings)
3. Booking conferences / travel/ accommodation
4. Assisting the CEO in the day to day role when required

Event Management (i.e. launch events, graduations):

1. Designing professional invitation and distributing to event appropriate invitees
2. Manage RSVPs efficiently in order to compile attendance sheets, name badges and table plans
3. Source venue, ordering catering / organising refreshments for smaller meeting
4. Leasing with venue representative to organise audio visual requirements
5. Liaising with students / Fellows
6. Design / organisation of student certificates
7. Organising speakers and assisting with their travel arrangements / arrival at event
8. Preparing presentations / backdrop / music / running orders etc
9. Booklet; liaising with design company, gathering & preparing copy, adhering to design guidelines
10. Working alongside Contract and Finance Manager to organise event within budget scale

Building Management

1. Manage the day to day smooth running of the building
2. Responsibility for Health & Safety / Fire Risk & general wellbeing of people using the building
3. Taking and managing bookings, including refreshments etc
4. Marketing the building, (room hire, offices to let etc)

KEY RESULT AREAS

- To maintain the smooth running of the Cornwall SSE office
- To maintain the smooth running of Tregonissey House
- To provide PA support to the CEO
- To provide support to the Learning Manager, Finance & Contract Manager
- To provide support to Cornwall SSE sub-contractors, students and Fellows
- To set up / maintain appropriate systems and records in line with funders requirements

- To work closely with the CEO to ensure all appropriate opportunities to market the programmes, Tregonissey & House are fully utilised
- To ensure all events run smoothly, efficient and effectively

Key relationships:

Although this post reports directly to the CEO, you will work closely with the Learning Facilitator, Finance & Contracts Manager, Learning Manager and Apprentice.

Our relationship with partners are extremely important to us: this includes the wider SSE network, key local partners including Eden and Fifteen and importantly our Engine Room partners who include YTKO, Truro & Penwith College, Real Ideas Organisation (RIO) and Cornwall Neighbourhoods for Change (CN4C)

In addition, we maintain close contact with our Fellows who are our ambassadors and very much part of the organisations growth and development.

PERSON SPECIFICATION

Personal Attributes – we are looking for someone who is:

1. Highly organised, can manage a diverse workload effectively. This is a busy environment and you will need to enjoy being challenged and having lots to do.
2. Able and keen to develop new systems and processes to continually improve the efficiency of what we do.
3. Friendly and has a positive attitude.
4. Is keen to take personal responsibility for getting the job done well and will constantly look to improve and develop our work. You'll need to enjoy being pro-active, contributing your ideas and want to improve and develop our administration systems.
5. A great communicator, with outstanding interpersonal skills – you will love meeting a wide range of people and be interested in using your people skills to build good relationships for the benefit of SSE.
6. Supportive of colleagues and will help out and get involved where necessary. Being flexible is important for our team dynamics; you will enjoy using your skills and knowledge to reach out to colleagues in London and across our international network where appropriate.

7. Able to write well and appropriately for different audiences; you will enjoy using your strong writing skills to convey complex information, to keep people informed and updated.
8. Good at detail, during busy and quieter periods communicating effectively with a wide range of audiences and conveying information.
9. Be interested in or even passionate about social entrepreneurship and social enterprise, and the potential of the sector to address inequalities.

Experience – it would be helpful (but isn't essential) if you:-

1. Have previous experience of administration (paid or voluntary).
2. Experience of organising a range of different events.
3. Experience of developing new administrative systems and processes
4. Track record of developing great working relationships with colleagues and customers
5. Had experience of Salesforce or similar customer relationship management system.

How To Apply

To apply, please send your CV (including two work related references) 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. What would make you an excellent Administrator and Learning Coordinator?
(max 200 words)**

Please ensure you keep within the word count

Please either email your application to admin@ssecorwall.org
or send a hard copy by post to the following address:

SSE Cornwall HUB
Tregonissey House
Market Street
St Austell
PL25 4BB

To arrive no later than:
9am on Monday 16th May 2016

If sending by email, please ensure your email subheading is:
Administrator & Project Coordinator and your full name

Interviews will be held on:
Tuesday 24th May 2016

Note: we anticipate starting our workplace pension by the end of this financial year