



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

STRATEGIC PROJECT MANAGER

2017

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

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*. SSE is a registered charity and company limited by guarantee, established by serial social entrepreneur Michael Young in 1997.

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 Schools comprising eight schools across the UK, 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 and is about to roll out a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with PwC, Linklaters, RSA Group and others.

Purpose of the role

The post holder will be instrumental in the launch of a new innovative project and work-stream at SSE. The ambition of the project is to support and improve the sustainability of social enterprises through launching a new initiative which combines finance and tech elements. The project is multi-faceted and external facing and the Strategic Project Manager is an exciting new role.

You will directly support the CEO in the development and launch of this new organisational project and you will work to take this project forward as a successful idea within SSE as well as within the sector and wider market place. Although the post holder will work directly with the CEO on this project, this role will sit within the Development and External Affairs team and will also involve close working with the Senior Management Team and Chair to weave a successful path for the project as it evolves.

This is a high responsibility role and as it is a new position, you will be required to think on your feet and be entrepreneurial. You will need to work flexibly to meet the needs of the project as it develops, whilst being confident and capable of working on your own to drive the project forward.

Key responsibilities

Project management

- Effectively and efficiently manage the various strands of activity related to the set-up and establishment of a new project.
- Responsibility for driving the project forward and ensuring timelines and milestones are hit.
- Developing and managing relationships with key staff, external stakeholders and decision makers within the sector to ensure the project is well received and understood.
- Oversee and manage the necessary external contractors including but not limited to tech and data companies involved in creation of a new app.
- Become an internal digital champion and work with colleagues to ensure the project aligns with SSE's broader digitalisation objectives and support the team to achieve these.
- Research, manage and implement necessary organisational set-up and registration to ensure the project reaches its potential. (We believe the project will need to become a separate entity).
- Management of expenditure, budgets and financial reporting as required.
- Ensure legal and regulatory compliance for any new co. and any required internal governance changes within SSE are implemented.
- Manage sub-committee of Board / external stakeholders on the project development.
- Act as reminder / prompt to ensure swift follow up / next steps with CEO's external stakeholders.
- Work with Executive Assistant to book meetings / send invites etc.
- Ensure any operational changes are embedded within SSE and the teams – this includes liaising with HR, Office Manager, Board or FAR Committee.

Project communication

- Lead all internal communications and Board reporting for the project.
- Work with SSE's Communications Manager to maximise media opportunities around the launch of the project, and wider opportunities.
- Drafting of all copy for the project communications and contributing to the creation of communications material including web content and press releases, to ensure project buy-in and understanding from both internal and external audiences.
- Organising events to support development and launch on match trading.
- Arranging media briefings, including prepping CEO / Chair etc.
- Speech writing and presentation preparation.

Project development

- Work with CEO and Chair to take the project forward and produce relevant documentation for meetings / latest thinking.
- Work with development colleagues to support development and fundraising activities in relation to the project.
- Oversee and manage external consultants and freelancers (as required) including creating briefs and summarising findings.

Carry out other tasks that are within the scope, spirit and purpose of the role.

Key staff:

- CEO, SMT & Chair
- Executive Assistant on meeting administration, Board paper submissions etc.
- SMT and Financial Controller on regular updates
- Communication team to ensure joined up comms
- Development team on development and funding for the project

PERSON SPECIFICATION

Knowledge/skills/experience:

Essential

- Highly organised, can manage a diverse workload effectively, switching between mission critical activities and day to day maintenance.
- Strong project management skills, able to identify tasks, timelines, and responsibilities and coordinate efforts to meet requirements.
- Experience of developing business solutions for mission critical projects.
- A good communicator, able to translate complex ideas to multiple audiences and in different formats.
- Attention to detail.
- Computer / IT literate including Powerpoint and Excel.
- Budget management experience.

Desirable

- Innovation management qualification or experience.
- Communication qualification or experience.
- Previous paid work or voluntary experience in a charity or social enterprise

Personal attributes:

- Reliable, someone who will take personal responsibility for getting the job done well.
- Planned and organised, able to prioritise a varied workload.
- Friendly and a positive attitude, willing to be flexible.
- Excited about the opportunity to bring an exciting and revolutionary idea to market.
- Enthusiastic about working for a charity / social enterprise.
- Cool-headed and unflappable, can deliver under-pressure and work to tight deadlines.

Key details

Salary: £35,471 +5% pension contribution

Hours: 5 days (35 hours) per week (normal office hours 10-6)

Annual leave: 25 days pro rata

Contract: 14 month fixed Term contract (anticipated start date September 2017) with the potential for extension

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 post may involve occasional early morning, evening and weekend work or travel within the UK.

Location: This role will be based at SSE's London Bridge offices in London

TO APPLY

To apply for the role, please send a copy of your current CV and a covering letter (maximum 800 words) answering the following questions:

1. What attracted you to apply for this role?

2. What skills and experience would you bring to the Strategic Project Manager role at SSE?

Please mention where you found out about the role and also include the names of two professional referees, including your current or most recent employer (not included in the 800 word count). Please note that referees will not be approached without your prior knowledge and only following a successful application and final interview.

Please send your application to recruitment@sse.org.uk by midday on Monday 14th August and title your email 'Strategic Project Manager Application'. Interviews will be held on Friday 18th August. Second interviews will be held on the Wednesday 23rd August.

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.