

Information Pack

Freelance Grant Manager

School for Social Entrepreneurs

Scotland, Yorkshire and Humber, North-East England

2017

Welcome

Thank you for your interest the School for Social Entrepreneurs. We hope this pack will help you understand the organisation and the role. For more information please visit www.the-sse.org.

About the School for Social Entrepreneurs

School for Social Entrepreneurs (SSE) is a charity that supports people using entrepreneurial approaches to tackle complex social problems. Our vision is of a fair and equal society where the potential of all people is fully realised.

SSE invests in individuals from all backgrounds who have practical ideas for change. We support people to start, sustain, and scale [social enterprises](#), charities and community projects.

We run practical learning programmes to support people from all backgrounds to realise their potential and bring about lasting social and environmental change. SSE uses an innovative [learning approach](#), which focuses on real world issues and practices.

We believe, in the words of our founder Michael Young, that “Everybody has the capacity to be remarkable”. Our core values are integrity, inclusivity and empowerment.

SSE Central and London School are based in London Bridge. SSE also has a network of Associate Schools: eight schools in the UK, and one in Canada and one in India.

SSE is a registered charity and company limited by guarantee, established by serial social entrepreneur [Michael Young](#) in 1997.

The Grant Management Team

The grant management team is made up of 5 freelance grant managers, based remotely in different areas of the UK and accountable to SSE Central, based in London.

Each grant manager supports local SSE schools in the delivery of learning programmes for social entrepreneurs, through the provision of one to one support to students during the selection, offer and ongoing management of grant funding where grants are attached to learning programmes.

Current Grants Programmes

The Grant Manager will initially be supporting the Lloyds Bank Social Entrepreneurs Programme, although the specific programmes may change over time.

Since 2012, SSE has delivered the **Lloyds Bank Social Entrepreneurs Programme** to provide budding social entrepreneurs with a learning programme and a grant to support them to develop their organisations. The grant element of this programme is funded by The Big Lottery Fund (“BIG”).

The Lloyds Bank Social Entrepreneurs Programme supports 260 students per year in 12 locations across the UK. Each programme includes a 14-day Learning Programme, each providing support to approximately 20 students, plus a small grant. In Yorkshire and Humber, the North East and Scotland these programmes are either at a start-up or growth level.

Currently most programmes in these regions, take place in York, Durham, Edinburgh and Glasgow. However, there may also be opportunities to work with SSE programmes running in the Midlands and/or North West.

Role Description

Role Purpose

- Support the assessment and selection of potential SSE students applying to programmes in Yorkshire & Humber, the North East and Scotland.
- Lead on issuing grant paperwork and providing grant management support to individual students attending learning programmes at those schools.
- As part of the grant management team, support SSE in the provision of an efficient and effective grant management process.

Key Responsibilities

Currently this relates to the Lloyds Banking Group Social Entrepreneurs programme, delivered in partnership with our eight UK schools in 12 locations across England and Scotland. Specific programmes will change over time.

- Supporting the assessment and selection of students, including undertaking detailed assessments and interviews as requested by local schools and attending a shortlisting panel for each cohort.
- Conducting due diligence checks on students at pre-offer stage and working with students directly to collate and record all relevant details.
- Running induction sessions for new student cohorts on the grants process
- Providing support and guidance to social entrepreneurs including answering queries and chasing grant paperwork
- Setting up and monitoring payments to students
- Conducting monitoring visits to students
- Maintaining accurate and up to date records in the SSE Central CRM system (Salesforce) and other systems as required
- Reporting and liaison with schools
- Liaising with the Programme Manager at SSE Central, and referring any student grant issues to them in a timely manner
- Working closely with the grant management team and the Head of Grants to develop and maintain a consistent efficient and supportive approach to grant management across SSE
- Attending training, grant management team meetings and other one-off development sessions as appropriate.

Key Relationships

The Grant Manager will form part of the remotely-based grant management team, led by the Head of Grants.

The Grant Manager will be contracted by and accountable to the Director of Programmes and Learning at SSE Central and will work closely with the Programme Manager(s) and Programme Administrator(s).

The Grant Manager will work closely with staff at the SSE school(s) in the region to support social entrepreneurs in the region.

Person Specification

Skills and Experience

- An understanding of start-ups in the social enterprise and voluntary sector fields.
- An ability to read financial reports and accounts that may be produced by charities and social enterprises.
- Some understanding of legal structures as they are relevant to social enterprises.
- Experience of supporting start-ups, including providing development support.
- Experience of providing friendly, encouraging and supportive guidance.
- An ability to hold individuals to account if necessary.
- Experience of implementing and managing systems, procedures and administrative tasks in an organised manner, including use of a CRM
- Experience of following procedures, including around data control and confidentiality.

Personal Attributes

- Friendly, approachable and professional.
- Highly organised, able to prioritise workload.
- Committed to working collaboratively and independently to achieve results.
- Flexible, adaptable and capable of responding positively to new challenges.
- Solutions focussed, entrepreneurial, resourceful and adaptable.
- Committed to addressing inequalities and social exclusion, with an interest in social enterprise.

Working arrangements

- An ability to work flexibly and to respond to students queries quickly (generally within 2 days)
- An ability to work across the year, but also to be able to cover high demand periods in May/June and end July to September.
- Ability to travel for meetings, visits and other work with schools

Desirable, but not required

- Experience of grant making (but training will be provided)
- Experience of setting up or running a start up
- An understanding of the different laws and regulation in England and Scotland relevant to charities and social enterprises.
- Familiarity with SSE philosophy and programmes
- Experience using Salesforce

Activities

The Grant Manager will undertake the following activities for 2018/19. This will include picking up the monitoring of two existing cohorts in York and Scotland, who will complete courses in October 2018, and then starting assessments for three new cohorts in May 2018.

Time estimates are approximate. However, it is expected that all work will be completed within 20 days per contractual year per cohort supported, unless circumstances are exceptional. A full contract is available on request.

Activity	Estimated time and dates for delivery
Grant Assessment Process	4 days per cohort in May/June. Assessment days are flexible. Interview and shortlist days are set by the schools.
Grant Offer	5 days per cohort in July/August/ September Some days in August. No specific set days.
Grant Management	10 days per cohort September to following October <ul style="list-style-type: none"> • Attendance at initial Learning Programme days for induction in October • Monitoring visits (est 3-4 days per cohort) between Feb and September • Other times regular, but flexible.
Other (training etc)	3 days across the year
TOTAL estimated days	19 days per cohort + 3 other days

Ongoing Work

The current programme is funded for 5 years with 2-3 cohorts per year across these regions. In 2018 the grant manager will work with 3 new cohorts entering the programme in this region. In 2019 there will be 2 new cohorts entering the programme and in 2020, 3 new cohorts. Therefore the workload is likely to vary from year to year, to some extent.

Depending on the development of further grants programmes, there may be opportunities to work on other grants programmes and/or cover for grant managers in the Midlands and North West.

Working Arrangements

The Grant Manager will work as part of a team of five Grant Managers across the UK. The Grant Manager will take lead responsibility for the cohorts in the North East and Scotland, but may seek and offer cover and support to other Grant Managers as necessary.

Working mostly from home or their own premises, they will liaise closely with the local SSE Schools, the Central London Team and the Grant Management Team.

You will need to be available at least 2 or 3 times a week, even if only for an hour or two. However, the work is flexible and much can be completed in evenings and weekends. This needs to be responsive to the needs of the schools and the students and there will be some days when attendance at a fixed time and location will be required.

There is some travel required to visit schools and students, and for training and meetings in London – estimated days working away from home would be approx. 15 days per year, particularly in May to July and October.

You should be available from April 2018, ideally with the option for some days before that.

The contract is initially to March 2019, but is expected to be renewed annually until March 2022, with some work to be completed to March 2023.

You are expected to work from your own premises, using your own equipment and cover the costs of this as part of the contract. Reasonable travel expenses are paid.

Some contribution towards travel time can be negotiated as is reasonable, but it is expected that this will be managed effectively, and any additional hours beyond the contract must be agreed in advance.

Fee £250 per day invoiced monthly

To Apply:

If you would like to discuss this role, please feel free to contact our Head of Grants, Louise Garner on 07752 939096, who will be happy to answer any queries.

Please email your CV and a short supporting statement outlining how you fulfil the specification to grants.louise@sse.org.uk.

Deadline for applications: Monday 15th January

Interviews will be held in York during week commencing 29th January

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.

We welcome applications from different cultures, perspectives and experiences. We want to recruit, develop and retain the most talented people, regardless of their background.

Approximate Time Allocation

	2018 Jan-Mar	2018-2019 Apr-Sep Oct-Mar	2019-2020 Apr-Sep Oct-Mar	2020-2021 Apr-Sep Oct-Mar
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3 cohorts 2016-17	Close grants approx 1 day
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2 cohorts 2017-18	Induct/Payts approx 2 days	Payts/Visits approx 12 days	Close Grants approx 2 days
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3 cohorts 2018-19	Recruit/Set up approx 27 days	Induct/Payts approx 9 days	Payts/Visits approx 18 days	Close Grants approx 3 days
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2 cohorts 2019-20	Recruit/Set up approx 18 days	Induct/Payts approx 6 days	Payts/Visits approx 12 days	Close Grants approx 2 days
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3 cohorts 2020-2021	Recruit/Set up approx 27 days	Induct/Payts approx 9 days
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etc

Approximate contractual days per financial year (current Lloyds programme)

April to March 2019	approx 50 days
April to March 2020	approx 45 days
April to March 2021	approx 50 days
April to March 2022	approx 45 days (final entry)
April to March 2023	approx 14 days