



RECRUITMENT INFORMATION PACK

DEVELOPMENT MANAGERS

2018

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

School for Social Entrepreneurs empowers people to create change in their communities and improve the lives of others.

We support [social entrepreneurs](#): people who tackle social problems by starting, scaling and sustaining organisations. We help them impact urgent issues, such as poverty, health, education and the environment.

Through our network of schools, we help more than 1,000 leaders of social change every year through courses, connections and support. We develop their impact, networks, business skills and emotional resourcefulness. Our [learning approach](#) focuses on peer-support and taking action and some of our programmes are accompanied by grant funding for participants. We welcome people from all backgrounds and our community blossoms with diverse connections.

SSE Central, based in London, is a registered charity and company limited by guarantee. It supports the network of schools across the UK and overseas. At SSE Central we have a skilled and engaged Board of Trustees, an effective and collaborative Senior Management Team, and are in a stable financial position. Our annual turnover was £3.9m for the year ended 31 March 2016, with c£2.2m of this distributed in grants to students or to SSE Network Schools for programme delivery. We have a diverse income mix including a multi-year, UK-wide partnership with Lloyds Banking Group and Big Lottery Fund, a national partnership with Power to Change to support community businesses, long standing strategic partnerships with corporates such as PwC, Linklaters and RSA Group, and funding partnerships with trusts and foundations including Lloyds Bank Foundation and Worshipful Company of Mercers. We also generate earned income through selling places on our short courses and workshops.

Michael Young founded School for Social Entrepreneurs in 1997 in London. Today, our network of schools impacts communities across the UK, Canada and India. We support individuals on a learning journey, creating social change together.

About the role

SSE recently celebrated its 20year anniversary and we are now ready for our next phase of impact, influence and growth. This role will suit you if you are excited about the opportunity to have a significant impact on a long-established and well-respected organisation that operates on a global scale.

You will succeed in the role if you believe in the potential of social entrepreneurship to create social change, if you are ready to build exciting new partnerships that will diversify our income and support our long-term sustainability, if you are motivated to harness SSE's global brand and advance our thought leadership role within the sector and beyond, and if you would enjoy being part of a fun but focused team who take their work seriously, but themselves lightly.

This role will also suit you if you are inclusive in approach and attracted by the prospect of working as part of a collaborative international team to grow and develop the organisation.

SSE's CEO plays an active role in fundraising and leads some of our major funding partnerships and business innovations while SSE's Managing Director also plays a significant role in external partnership and business development.

JOB DESCRIPTION

Reports to: Director of Development and External Affairs at SSE Central

Purpose of the role

The purpose of the Development and External Affairs Team is to leverage the financial resources and public affairs influence required for the SSE network to fulfil its mission. Within this SSE Central team our Development Managers play an active outward looking role focussed on building and managing key funding partnerships as well as contributing to communicating SSE's impact to inform future positioning. Development Managers will lead on account management, maintaining and developing positive and professional relationships with existing national and regional funding partners, as well as developing new funding opportunities to support our work.

Key responsibilities

Account management

1. Ensuring that all contractual requirements, such as narrative and financial reporting are delivered to a high standard
2. Ensuring that regular, positive and constructive progress meetings are held with each funding partner, according to their preferred frequency and format
3. Regular liaison with SSE's Programme Manager(s) to ensure implementation of project activities are on track and with the Monitoring, Evaluation and Research Manager to ensure the impact of the programme is appropriately monitored and reported
4. Regular liaison with SSE Central's Finance team, as required, to ensure all expected income has been received and that expenditure is on track
5. Liaison with SSE Central's Communications Manager in relation to any public-facing or communications aspects of each partnership
6. Seeking, assessing and responding to new business opportunities across the SSE network, where there is a clear opportunity to grow the partnership and derive mutual, and ideally, strategic benefit
7. Sharing knowledge and understanding of each partner's needs and expectations within the SSE network, and external suppliers such as freelancers, as appropriate, to ensure the partnerships are well-supported across the organisation
8. Coordinating regular meetings of all internal stakeholders for each project to ensure all parties are updated on all aspects of each programme and partnership.

Fundraising and development

9. Supporting the Director of Development and Public Affairs , the SSE Network and other colleagues to secure renewed funding from key partners.
10. Supporting and contributing to delivering fundraising needs, including the identification of new business opportunities
11. Writing compelling bids and project proposals to other existing and potential new funders, including preparation of budgets
12. Representing SSE at partner / funder meetings and attending Corporate Supporters Group Meetings, where relevant

General responsibilities

13. Liaising and working with colleagues across the SSE network, as required, to fulfil the above
14. Carry out other tasks that are within the scope, spirit and purpose of the role

Key relationships

The post-holder will report to the Director of Development and External Affairs at SSE Central and will work routinely with programme and development colleagues and the SSE Network. There may also be opportunities to work closely with the CEO and MD at SSE Central on specific initiatives.

PERSON SPECIFICATION

Key Knowledge and Skills

- Strong relationship management and verbal and written communication skills, with the ability to relate to people at all levels
- Previous experience of working in an account or relationship management role. Experience of working in this role in the voluntary, community or social enterprise sector in the UK or globally is desirable
- Understanding of different types of funders and their varied expectations of what constitutes a successful funding relationship / charity partnership
- Ability to produce a range of high quality written and numeric material for both external funders and internal audiences (e.g. proposals, budgets, presentations)
- Previous experience of preparing persuasive propositions, proposals and bid-writing
- A willingness and ability to work creatively and developmentally with colleagues who are delivering training courses and managing learning programmes to understand students' needs and to shape new business opportunities, 'products' and proposals
- Computer/IT proficiency

Desirable Knowledge and Skills

- Knowledge and understanding of the issues, challenges and opportunities facing the charity and / or social enterprise sector
- An understanding of how learning programmes and training courses can help address the issues, challenges and opportunities facing social entrepreneurs and social sector leaders

Personal attributes

- Enthusiastic about and interested in social entrepreneurship and social change
- Able to identify priorities and self-organise a busy workload
- Resourceful and adaptable
- Friendly, positive and professional
- A team player
- Commitment to ongoing learning and personal development

KEY DETAILS

Salary: Starting £31,342 to £37,160 (depending on location, skills and experience) + 5% pension

Hours: 35 per week

Annual leave: 25 days

Contract: Permanent

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 will involve occasional evening and weekend work and travel within the UK especially where support is required by the SSE Network

Location: We are recruiting for two Development Managers. One Development Manager will be based at SSE Central's London offices in London Bridge with travel across the UK and one based at a location within SSE Network (see <https://www.the-sse.org/about-school-for-social-entrepreneurs/schools/>) or home based with easy access to the SSE Network. Please indicate your preference in your application.

Application Process: Please submit a CV and covering letter (no more than two sides of A4) setting out why you are the best person for this job and how you satisfy the requirements of the Person Specification and Job Description by the date shown in the advert. Please send your CV and covering letter to recruitment@sse.org.uk.

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.



Job Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does SSE collect?

SSE collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

SSE collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

SSE will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

SSE needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, SSE needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

SSE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. SSE may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, SSE is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

SSE will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. SSE will then share your data with former employers to obtain references for you.

SSE will not transfer your data outside the European Economic Area.

How does SSE protect data?

SSE takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does SSE keep data?

If your application for employment is unsuccessful, SSE will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SSE to change incorrect or incomplete data;
- require SSE to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask SSE to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override SSE's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact office@sse.org.uk. If you believe that SSE has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to SSE during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Data controller: School for Social Entrepreneurs, 2nd Floor, 139 Tooley Street, London SE1 2HZ

Reg. Charity in England & Wales (1085465)

**Head of Finance & Resources (HR) Data Protection Contact: Pauline O'Connor
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