



school for  
social  
entrepreneurs  
scotland

## **Information Pack**

### **Learning Manager – freelance contract**

**August 2018**

## **School for Social Entrepreneurs – Scotland**

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## Background information

Thank you for your interest in applying for the role of Learning Manager 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 on a journey of growth 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 role. You can also visit our website [www.the-sse.org.uk](http://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 School for Social Entrepreneurs with you.

## 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 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.

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.

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

## About SSE in Scotland

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.

School for Social Entrepreneurs Scotland is an independent company. It was initially born in Fife in 2002 and since 2012 has been operating as SSE Scotland, delivering a distinctive year-long social entrepreneurs programme with investment from corporate partners and others. Whilst there are a number of organisations in Scotland providing short-term financial assistance and/or consultancy support to social entrepreneurs, the long-term support provided by SSE is unique. This enables us to genuinely accompany social entrepreneurs on their individual journey and help them to develop both the entrepreneurial know-how and emotional resilience they need to ensure the survival of their enterprise in the longer-term.

SSE Scotland is run by a small team. Tracey Muirhead is CEO of SSE Scotland with responsibility for leading and extending the reach of the school. The learning manager will lead the learning programmes and manage the facilitators we bring in to facilitate our long and short programmes. The school is supported with all its administration work by an administrator.

All staff work from home although are regularly out and about in the region. We will have virtual team meetings and meet up face to face when required.

This will be a one year role initially but we hope with further investment to extend this role into a permanent position.

Although the School for Social Entrepreneurs Scotland operates as an independent school, as a network we work together in numerous ways. This includes the nationwide delivery of a learning programme across the



UK and sharing knowledge and good practice across the globe. We also operate within a set of agreed quality standards which ensures that the work we do is of a consistently high standard across all schools.

### About the Contract

This role is exciting, challenging and demanding. During 2018/19 you will be working closely with all types of social entrepreneurs and liaising with SSE Fellows. You will also be helping to recruit further students for our 2019/20 programmes.

Our social entrepreneurs are our daily inspiration and being passionate about the SSE learning journey and how it supports these individual social entrepreneurs is critical to the role. The right individual will be capable of getting a lot done in a short period of time.

The key priorities for the successful candidate will be to ensure excellent delivery of all programmes and develop our short course programme, supporting the increasing profile of the school across Scotland.

### About the Person

You'll be passionate about helping people to develop and about social entrepreneurship as a force for good. 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 have strong negotiating, influencing and persuasion skills, be able to form relationships quickly and work with openness and integrity.

**You will be capable of working remotely and confident about managing your workload independently. You are expected to work from your own premises, using your own equipment and cover the costs of this as part of the contract.**

### How to Apply

Please email a copy of your CV, with a covering letter outlining your suitability for the post by addressing the requirements outlined below and two named referees with contact info, to Tracey Muirhead at [info@ssescotland.org](mailto:info@ssescotland.org).

The closing date for applications is **5pm 7<sup>th</sup> September 2018**.  
Interviews will take place on **26<sup>th</sup> September 2018**.

Ideally, we would like the person appointed into this post to start in **October**.

### Additional Information

For more information or for an informal chat about the role, please contact SSE Scotland on 07828030741/  
[info@ssescotland.org](mailto:info@ssescotland.org)



## Contract details

**Post Title:** Learning Manager

**Reporting to:** CEO

**Fee:** £200/day

**Freelance Contract:** An average 2 days per week. \* 12 months fixed term contract, extendable to permanent subject to funding. Three month probationary period.

\*It is anticipated this is a 2 days per week role; however there may be busier weeks than others. This is subject to prior discussion and agreement at the time of appointment. There is considerable flexibility within this role – 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. Most important is the right person is recruited for this role, so do have a discussion with the CEO of the school about what you can offer. There may also be occasional evening and weekend work.

**This role requires regular travel across Scotland and on occasion to other parts of the UK.**

## Objectives of contract

### Planning & Delivery

1. Planning and delivering SSE Scotland's range of learning programmes and supporting social entrepreneurs who are developing a variety of projects from a start-up phase through to those leading established organisations.
2. Creating an exciting and secure learning environment, facilitating groups/groupwork and chairing external speaker sessions, with diverse cohorts of social entrepreneurs. Ensuring each student has a transformative and valuable experience and that they are enabled to make practical progress with their projects and achieve a level of personal development.
3. Providing one to one personal support for a number of students as part of their learning and to provide pastoral care for the cohorts.
4. Play a supporting role in managing SSE Scotland's mentoring programme and work effectively with partner organisations to help deliver on this, including mentor training.
6. Recruiting social entrepreneurs onto SSE Scotland's learning programmes, including interviewing potential students, contributing to publicising programmes and undertaking outreach to ensure SSE is fulfilling its mission in reaching social entrepreneurs and ensuring a diverse pool of applicants.



7. Managing recruitment of students to ensure a balance between a diverse cohort and the requirements of investors/funders and to review the recruitment process annually.
8. Working closely with colleagues to ensure high quality monitoring and evaluation systems are in place that comply with SSE Central's quality standards, and participate in the annual audit.
9. To maintain effective relationships with freelance staff and volunteers ensuring the reputation of SSE is maintained and developed.
10. To contribute to developing a pool of learning resources and learning activities that are engaging and add value.
11. To support the organisation and delivery of events including SSE Scotland's graduations and other events that support the development of social entrepreneurs and the SSE.
12. To give talks and presentations to promote the work of SSE to wider audiences
13. To develop and nurture SSE Scotland's pool of speakers and witnesses, ensuring the programme provides stimulating and valuable input and that sessions are relevant and practical.
14. To maintain and develop relationships with speakers who contribute to the programme, providing appropriate briefings, ensuring speakers are welcomed, feel valued and want to continue to support SSE.
15. To be able to run action learning sets for social entrepreneurs (optional).

### **Supporting the SSE Network of Franchise Schools**

16. Involvement in supporting SSE's network of national and international franchise schools by providing information, advice and support to staff.
17. Contributing to SSE's annual school audit which encourages best practice and ensures compliance with quality standards. To take forward recommendations and actions as necessary.

### **General responsibilities**

18. Participate in regular one to ones with line manager as part of your ongoing personal development and training.
19. Carry out other tasks that are within the scope, spirit and purpose of the role.

### **Additional info**

- You can complete this contract remotely and in your own time, although some commitments will be arranged with the CEO to mutual convenience.
- You will need to be available from time to time to attend meetings with the CEO and for occasional phone-calls within our normal working hours (10am-6pm). These can be arranged to mutual convenience.
- You will need to use your own equipment (laptop, etc.)
- As a contractor, you will not be eligible for SSE employee benefits or sickness pay, and you are responsible for your own tax and national insurance arrangements.

**This is not necessarily an exhaustive list of tasks but is intended to reflect a range of duties the post-holder will perform. The role description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.**

### **Experience - Essential**

1. A proven track record of designing and delivering effective learning and support programmes using different learning styles to cater for a diverse audience
2. Experience of facilitating and working with groups.

### **Experience - Desirable**

3. Experience of setting up and developing or managing a project, organisation or business with social purpose, including; fundraising and project development.
4. Experience of facilitating Action Learning Sets

### **Knowledge - Essential**

5. Understanding of different styles of learning, coaching and facilitation.
6. Knowledge and understanding of Action Learning/Learning by Doing and how this relates to developing social entrepreneurs
7. Understanding of the issues experienced by social entrepreneurs and of the needs of individuals seeking to set up and develop organisations with social mission
8. An understanding of processes for ensuring and monitoring quality.

### **Knowledge - Desirable**

9. Understanding and awareness of issues affecting the social enterprise or charity sector
10. Relevant training or qualifications e.g. in coaching, facilitation or business support.

### **Skills**

11. An excellent ability to facilitate groups and individuals to ensure student learning (including coaching and training skills).
12. An ability to communicate and work effectively with a wide range of people including individual students, diverse cohorts, funders and other stakeholders in the SSE Network.
13. An ability to motivate, support and challenge social entrepreneurs
14. An aptitude for programme design and innovation.
15. Strong organisational ability and self-motivation to work without close supervision.
16. Ability to assess conflicting priorities, take appropriate action and manage difficult behaviour
17. Good presentation skills.
18. Computer/IT proficiency.

### **Attributes**

1. A commitment to student-centred learning and an interest and belief in the capacity of individuals to create change and that their effectiveness can be increased through appropriate support and development.
2. An enthusiasm and ability to learn quickly about a range of subjects relevant to the SSE, from social enterprise to co-operatives, education to health, organisational development to marketing.

3. Drive, focus and good judgement.
4. Ability to model transparent, open and informal behaviour with our students
5. Enthusiasm and interest around social entrepreneurship.
6. Commitment to on-going personal development and training.
7. Resourceful, adaptable and confident to be yourself.
8. Willingness to work flexibly as regards working hours and methods