



Recruitment information pack

Development Manager

2019

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

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs exists. SSE helps 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. It runs courses that equip people to start, scale and strengthen organisations that make a positive difference. But it is not a traditional school. Learning with SSE is inspiring, action-based and accessible. SSE supports people in others ways too, such as funding and mentoring. Lord Michael Young founded SSE as a charity in 1997, and it's grown to a network of schools across the UK, Canada and India. Together, SSE is changing lives and transforming communities.

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 a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with corporates such as PwC, Linklaters, RSA Group and others as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation. We also generate earned income through selling places on our short courses and workshops.

SSE is a vibrant organisation; we work entrepreneurially and are committed to providing quality learning opportunities for social entrepreneurs, community businesses and social sector leaders. 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.

This role will be based within our central London offices at London Bridge. These are busy, friendly and dynamic with 35 staff based onsite.

About the role

Purpose

The purpose of this role is to build and maintain great relationships with SSE's national and local funding partners and to pursue new business development opportunities to support our work.

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, and are willing to work collaboratively as part of a fun yet focused team.

Job description

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 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. Sharing knowledge and understanding of each partner's needs and expectations within the SSE network, and with external suppliers such as freelancers, to ensure the partnerships are well-supported across the organisation.
7. Coordinating regular meetings of all internal stakeholders for each project to ensure all parties are updated on relevant aspects of each programme and partnership.

Fundraising and business development

8. Writing compelling bids and project proposals to renew existing funding partnerships, building on shared learning to inform the renewal.
9. Writing compelling bids and project proposals to generate new business aligned to SSE's strategic goals.
10. Preparing programme budgets for proposed activities, ensuring appropriate consideration is given to margins and overhead recovery.
11. Contributing to the generation of agreed income targets for the development team, and updating the relevant database systems to track progress.
12. Working proactively to build relationships which have the potential to lead to new business opportunities, identifying areas for mutual, and ideally, strategic benefit.

13. Developing new products, or taking existing products to new markets, to help diversify SSE's income and contribute to longer-term sustainability.
14. Attending sector events and meetings to raise awareness of SSE's work, build networks, and remain informed about trends and opportunities in the sector.

General responsibilities

15. Working collaboratively with other Development Managers to share ideas, contacts, and opportunities.
16. Representing SSE at partner / funder meetings where relevant.
17. Building and maintaining close relationships with colleagues across the SSE Network, alerting them to potential income generation opportunities and working collaboratively on fundraising initiatives.
18. 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. You will work routinely with programme and development colleagues in London and you will collaborate with colleagues across the SSE Network. There may also be opportunities to work closely with the CEO and MD on specific initiatives.

Person specification

Essential

- Strong relationship management and verbal and written communication skills, with the ability to relate to people at all levels
- 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

- Experience of account management, partnership development and/or fundraising with corporates
- Experience of working in an account management and/or business development role in the voluntary, community or social enterprise sector in the UK
- 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, community businesses 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 £36,358 to £37,160 (depending on skills and experience) + 5% pension
Hours:	35 per week, typical office hours 9am-5am or 10am-6pm. We would be willing to consider a part-time role for the right candidate(s).
Annual leave:	25 days
Contract:	Permanent
Flexibility:	Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network
Location:	London Bridge, SE1

To apply

To apply please send your CV and a covering letter (both of which should be no more than two sides of A4) answering the following questions:

- 1. What attracted you to apply for this role?**
- 2. Why would you be an excellent Development Manager for SSE?**

Please use no more than 800 words total to answer these questions.

Please send your application to recruitment@sse.org.uk by midday on **1st March 2019** and title your email 'Development Manager Application'.

Interviews will be held on **15th March 2019**. Depending on the outcomes of the first interviews we may hold second interviews on **19th March 2019**.

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 (HR) Data Protection Contact: Pauline O'Connor
pauline.oconnor@sse.org.uk 020 7089 9120**