



Recruitment information pack

Personal Assistant to CE and MD

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

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 provide the Chief Executive and Managing Director with the relevant administrative and secretarial support to ensure effective management of the organisation.

This is an important role and you will be booking meetings, responding to emails, coordinating diaries and supporting relationship management with funders, policy makers and partners. You will also be responsible for supporting the CE and MD with their internal responsibilities and ensuring that visitors are warmly welcomed to SSE.

You will succeed in the role if you are a people person, organised and conscientious and are willing to work as part of a team.

Job description

Key responsibilities

- Proactively plan and manage the diary of the CE and MD. This will include booking internal and external meetings, scheduling tele/video-conference calls, arranging group meetings or workshops (e.g. 5-6 people), and re-scheduling diary commitments as necessary.
- Support the CE and MD to manage workload by helping to ensure diary time is allocated to key tasks, urgent tasks are prioritised, and, if appropriate, delegated to the relevant team members.
- Administrative support e.g. travel bookings, processing expenses, booking accommodation, and other external bookings.
- Schedule, agree the agenda, and minute the Senior Management Team meetings, and other ad hoc executive meetings as required. This will include liaising with colleagues to follow up on meeting outcomes and actions.
- Update and where appropriate, improve office systems such as action trackers, project plans, and Salesforce contact details.
- Provide communication and inbox support to the CE and MD including prioritising emails, drafting responses, and following up where necessary.
- Provide reception services to the office (after the part time Office Manager leaves for the day) and take responsibility for providing a warm and prompt welcome to all visitors to SSE.
- Ensure that the CE and MD are appropriately briefed for meetings and proactively request necessary information from colleagues and other sources. This may include summarising or producing basic reports yourself.
- Communicate with SSE stakeholders, such as Trustees, corporate partners and other funders, as well as the senior management team and other staff, ensuring matters are handled confidentially, sensitively and in a timely manner.
- Carry out other tasks that are within the scope, spirit and purpose of the role.

Key relationships

The post-holder will be line managed by the CE, but will also report to the MD. This role is a lynchpin within SSE, and you will liaise with staff across the organisation, including other members of the Senior Management Team, Office Manager and Head of Finance. Other relationships include our Trustees, CEOs of our Network of Schools and our funders.

Person specification

Essential

Skills

- Highly organised with experience of prioritising a number of concurrent activities
- Ability to plan and think methodically

- Relationship management and communication skills, with the ability to communicate with all levels internally and externally
- Good written and verbal communication skills
- IT literate in Word, PowerPoint, Excel and Outlook

Experience

- At least 2 years' experience as a PA or in a similar role
- Experience of logistically managing meetings including taking minutes
- Experience of prioritising workload and working autonomously

Desirable

- Experience of managing inboxes, including responding to senior stakeholders
- Previous paid work or voluntary experience in a charity or social sector
- Courses / certificates on taking minutes
- Previous experience of using Salesforce or another CRM database

Personal attributes

- Reliable, someone who will take personal responsibility (and be proud!) for getting the job done well
- Someone who is comfortable working in a busy environment and having lots to do
- Flexible and adaptable
- Close attention to detail to ensure accuracy
- Friendly and warm with a positive attitude
- Confident in dealing with senior and external stakeholders
- Ability to work with discretion and with confidential information
- Enthusiastic about working for a charity / social enterprise

Key details

Salary:	Starting £31,432 to £32,375 (depending on skills and experience) + 5% pension
Hours:	35 per week, typical office hours 9am-5pm or 10am-6pm.
Annual leave:	25 days
Contract:	Permanent
Flexibility:	This role will be mainly office based; occasional evening / weekend work may be needed.
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 Personal Assistant to the CE and MD at 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 **Tuesday 19 March 2019** and title your email 'Personal Assistant Application'.

Interviews will be held on **Friday 29 March 2019**. Depending on the outcomes of the first interviews, second interviews may be arranged.

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**