



Recruitment information pack
Director of Development and
External Affairs

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.

About the role

Purpose

The purpose of this role is to lead SSE's development and external affairs function to grow our social impact and build our financial resilience for the future. The role includes responsibility for generating new business income, managing existing funder accounts, and increasing SSE's profile and influence to enable us to achieve our mission and meet our strategic priorities.

You will line manage the team's four Development Managers, Sales and Marketing Manager, Network Manager, and Head of Communications (who manages the Communications Officer and Communications Coordinator). One of the Development Managers is based in Liverpool (co-located with SSE North West) with other team members based in London.

This role has a network-wide remit. You will support opportunities for new business growth, financial sustainability and impact across the SSE network. This will require close liaison with the CEOs/Heads of SSE's Network Schools. In addition, 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.

You will be member of SSE's Senior Management Team and will contribute to the overall leadership of the organisation, representing the organisation at a senior level, and ensuring it retains its position as a leading provider of learning and support to social entrepreneurs, community businesses, and social sector leaders.

This role will suit you if you are motivated by the impact social entrepreneurs can have in tackling society's biggest problems and if you are energised by building funding partnerships to diversify our income, by shaping new products and services to achieve social impact, by leveraging the SSE brand on a global scale, and by working inclusively to lead a fun but focused team.

Job description

Key responsibilities

Leadership

1. Working as part of the Senior Management Team to develop the work of SSE in order to achieve and advance its impact. This includes supporting SSE's national and international network in pursuit of strategic aims.
2. Create a compelling vision for SSE's future development and external affairs activity, galvanising support and engagement from within the team and across the SSE network.
3. Contribute to the development of SSE as an organisation that is constantly seeking ways to learn, develop and to improve its performance.
4. Develop and maintain an environment that attracts and retains the best staff and volunteers, including identifying and nurturing talent and leadership skills within the team and wider organisation.
5. Ensure that SSE's values, ethos and policies are relevant, fair and consistently implemented.

Management

6. Build, motivate and manage a high performing Development and External Affairs team, including facilitating collaboration between communications, network and development staff within the team.
7. Provide effective line management to individual members of staff, setting clear and achievable objectives and supporting their personal and professional development.

8. Ensure that business and operational plans to underpin SSE's development and external affairs objectives are developed, agreed and implemented. This includes collaborative development and oversight of the team's development plan and communications plan to fulfil its goals.
9. Identify and implement appropriate methods for monitoring the performance of SSE's income generation, business sustainability, and communications activity and report back to the SMT and trustees on performance.

Business development and income generation

10. Lead SSE's development strategy to deliver a broader range and expanded scale of income in order to meet SSE's strategic aims. This includes income from all sources particularly the corporate sector, trusts and foundations, government sector, social investment and private individuals.
11. Develop a broad range of excellent sector and funder networks and relationships, leading to strategic partnerships that resource our work.
12. Achieve agreed annual income targets through a combination of fundraising and earned income including renewal of existing accounts, securing new business, and direct sales.
13. Test and evaluate the feasibility of new business ideas and opportunities, considering their contribution to SSE's mission and sustainability, and resource their implementation if the strategic and business case is compelling.

External and internal relations

14. Foster good relationships with key stakeholders including government, statutory, private and Voluntary, Community and Social Enterprise Sector (VCSE) to advance SSE's strategic aims and impact.
15. Champion the SSE brand, to gain support for, and increase understanding of, SSE's value proposition, in particular with strategic partners, funders and other key influencers.
16. Work collaboratively to advance SSE's thought leadership role within the sector and beyond, including securing opportunities for speaking engagements, editorial pieces, media coverage, and the like.
17. Work collaboratively with SSE's network schools to help secure cross-school opportunities, build development capacity, and support the sustainability of the SSE Network.
18. Work collaboratively with the Chief Executive, Managing Director and Director of Programmes and Learning to develop and shape new areas of work to meet the needs of social entrepreneurs / social sector leaders, forming the basis for new business development and fundraising activity.

Financial management

19. Play an active role in the annual budget setting process, leading on the development and management of the budget on behalf of the Development and External Affairs Team.
20. Manage financial risks, ensuring programmes and activities are well budgeted and procedures are in place for effective donor accounting / reporting.

21. Work collaboratively with SSE's Director of Operations and Finance and Head of Finance to ensure we adopt a medium-long term planning horizon for the organisation's income generation requirements and give effect consideration to margins and overhead recovery when bidding for new work.

General

22. Carry out other tasks that are within the scope, spirit and purpose of the role.

Key relationships

You will work closely with other members of the SMT - Chief Executive, Managing Director, Director of Programmes and Learning, Director of Operations and Finance. You will also work closely with the Head of Finance.

You will have management responsibility for the Development and External Affairs team. This team comprises Development Managers (x4), Sales and Marketing Manager, Network Manager (Sustainability), Head of Communications, Communications Officer and Communications Coordinator.

You will work collaboratively with the CEOs/Heads of SSE's Network Schools including SSE Cornwall, SSE Dartington, SSE North West, SSE Hampshire, SSE Midlands, SSE Yorkshire and North East, SSE Scotland, SSE India, and SSE Ontario.

Person specification

Skills and experience

Essential

- Experience of leading a departmental function
- Experience of supporting the development of staff within a team, ensuring they have opportunities to grow and excel in their roles and within the organisation
- Experience of contributing to senior decision making within an organisation
- Experience of setting and delivering operational workplans and working collaboratively with team members to achieve them
- Experience of securing resources from a diverse range of sources including expertise in at least one area of fundraising relevant to SSE - e.g. corporates, trusts and foundations, local government, central government, individual donors
- Knowledge and understanding of the charity and/or social enterprise sector
- Excellent networking and relationship management skills
- An excellent communicator - in person, in writing, and on the telephone - who will be able to communicate effectively with people at all levels inside and outside the organisation
- Strong project management skills, someone who is able to identify tasks, timelines, and responsibilities and coordinate efforts to meet requirements

- Strong numeracy skills, able to prepare and manage project, programme and departmental budgets
- Strong writing and reporting skills, able to produce and quality assure written material for external audiences (e.g. funding proposals, funder reports, annual report)
- Ability to use Microsoft Office packages such as Outlook, Word, PowerPoint, and Excel.

Desirable

- An existing strong network of contacts that would facilitate success in the role
- Knowledge, insight and understanding of social entrepreneurship
- Previous experience of communications, policy development and / or public affairs work in a field relevant to the role
- Knowledge and / or experience of digital marketing channels

Personal attributes

- Strategic, someone who is able to work with others to set an exciting vision and remain focused to achieve it
- Entrepreneurial, someone who spots new opportunities, innovates, and makes things happen
- Collaborative, someone who listens and responds to others' views at all levels within the organisation and enjoys working as part of a team
- Hands on, someone who is willing to get stuck in and contribute directly as well providing direction and empowering others
- Reliable, someone who will take personal responsibility for getting the job done well
- Friendly, with a positive attitude
- Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society

Key details

Salary: £51,685-£63,031 (depending on experience) + 5% pension

Hours: 35 hours per week (normal office hours 9-5 or 10-6)

Annual leave: 25 days

Contract: Permanent

Reporting to: Managing Director

Location: This role will be based at SSE's offices in London Bridge. We would be willing to consider candidates based outside of London but the post will require a minimum of 3 days/wk working from a London base.

Flexibility: This post will involve travel within the UK, and very occasionally internationally, and may require occasional early morning, evening and weekend work. There is an expectation that the successful candidate will be willing to adapt his/her working hours to suit the needs of the organisation.

To apply

To apply for the role, please send a copy of your current CV and a covering letter (maximum 800 words) answering the following questions:

1. What attracted you to apply for this role?

2. How does your previous experience position you for success in the role of Director of Development and External Affairs at SSE?

Please indicate your current or most recent salary, mention where you found out about the role and also include the names of two professional referees, including your current or most recent employer (not included in the 800 word count). Please note that referees will not be approached without your prior knowledge and only following a successful application and final interview.

Please send your application to recruitment@sse.org.uk by 12 noon on Friday 29 March 2019 and title your email 'Director of Development and External Affairs Application'. First round interviews will be held on Tuesday 9 April 2019. Second interviews will be held on Thursday 11 April 2019.

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 we are 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**