



Recruitment information pack

Development Officer x 2

2019-20

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, Capita 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.

We are looking for two Development Officers and are flexible about where they will be based. Please see below for more information.

About the role

Purpose

The purpose of the role is to identify new development opportunities, support the creation of high quality funding applications and lead the compiling of SSEs impact reporting to funders across a range of programmes.

You will succeed in the role if you believe in the potential of social entrepreneurship to create social change, if you are excited about identifying new

opportunities for SSE to grow our work across the country, and if you are an organised and dedicated individual, ready to apply your skills to this role.

This is an ideal opportunity for somebody with some relevant experience, who is looking to develop skills and experience within the social enterprise sector and/or in a development role.

Job description

Key responsibilities

Fundraising and business development

1. Identifying potential sources of income for SSE through proactive research of areas of strategic interest to SSE and keeping up-to-date with sector news.
2. Assisting Development Managers with the creation of compelling bids and project proposals to generate new business and renew existing funding partnerships, aligned to SSE's strategic goals - including:
 - a. Researching and summarising relevant sector trends.
 - b. Preparing financial models and budgets.
 - c. Sourcing quantitative and qualitative impact data to compliment bids.
 - d. Writing copy as needed.
3. Leading the management of SSEs income tracker(s) and working with the Development Team to ensure that all current and prospective opportunities are recorded in a timely manner, in alignment with team goals.
4. Developing and maintaining shared team resources to support future bids and maximise the efficiency of the team.

Account management

5. Leading progress reporting for assigned accounts, including managing reporting timetables, liaising with the Programmes and Learning team to collate information, and writing reports in line with agreed frameworks and timelines.
6. Coordinating regular meetings of all internal stakeholders for each project to ensure all parties are updated on relevant aspects of each programme and partnership.

7. Working with the Programmes and Learning team to ensure that the impact of the programme is appropriately monitored and reported.
8. Supporting the preparation of Development Team papers for SMT and the Trustee Board as needed.

General responsibilities

9. Working closely with two Development Managers to support their portfolio of work.
10. Working collaboratively with the rest of the Development Team to share ideas, contacts, and opportunities.
11. Supporting the DEAT with network coordination tasks, including sharing information and insights across the SSE Network and organising Development Group meetings as appropriate.
12. Building and maintaining relationships with colleagues across the SSE Network, alerting them to potential income generation opportunities.
13. Assisting in general administrative tasks to support the work of the Development Team.
14. Carrying out other tasks that are within the scope, spirit and purpose of the role.

Key relationships

The post-holder will directly report to one of the Development Managers within the Development and External Affairs Team (DEAT). You will also be project managed by another Development Manager in the DEAT.

You will work routinely with programme and development colleagues in London and across the SSE Network. There may also be opportunities to work closely with the Director of the DEAT on specific initiatives.

Person specification

Essential

- Strong verbal and written communication skills, with the ability to relate to people at all levels.
- Previous experience of producing high quality written and numeric material for a range of external audiences (e.g. presentations, reports, budgets).
- Outstanding organisational skills, able to simultaneously manage a range of complex tasks across a variety of programmes, and work independently to prioritise.

- Strong research skills, able to undertake prospect research and produce briefings for colleagues as needed.
- A self-starter, bringing a positive and entrepreneurial approach to work.
- A friendly professional, adept at working within and across teams on projects and achieve organisational goals.
- A proficient user of IT, able to quickly adapt to SSEs technology systems.

Desirable

- Knowledge and understanding of the issues, challenges and opportunities facing the charity and/or social enterprise sector.
- Previous experience of working in a development or fundraising role.
- Previous experience of bid writing.
- Previous experience of using Salesforce.

Key details

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| Salary: | Starting £32,061 - £33, 023 pro rata (depending on skills and experience) + 5% pension |
| Hours: | 28 hours per week (0.8 FTE), with some flexibility. We are looking for two Development Officers, and would consider candidates looking for part-time (0.6 FTE+) or full-time roles. Typical office hours are 9am-5pm, or 10am-6pm. |
| Annual leave: | 25 days pro rata |
| 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: | We are recruiting for two Development Officers. We are flexible about where they will be located - this could be in SSE Central's offices in London Bridge, in Liverpool where one of our Development Managers is based (along with SSE North West), at another network school (see https://www.the-sse.org/about-school-for-social-entrepreneurs/schools/) or home-based. |

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 Officer 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 **Monday 13th January 2020** and title your email 'Development Officer Application'.

Please indicate in your application your desired location preference.

Interviews will be held on **Thursday 16th or Friday 17th January 2020**. Depending on the outcomes of the first interviews we may hold second interviews on **Friday 24th January 2020**.

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)

**HR Data Protection Contact: Helen Moules helen.moules@sse.org.uk
020 7089 9120**