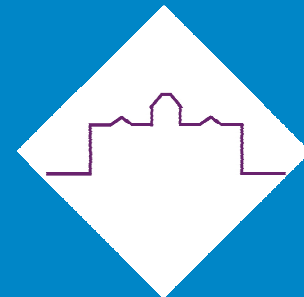




SSE North West

Learning Facilitator Recruitment Pack



Blackburne House Group



Welcome

Thank you for your interest in applying for the role of Learning Facilitator at the School for Social Entrepreneurs North West.

We have put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.the-sse.org for greater detail on the organisation.

Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

To Apply, please return your completed application form to angelastanley@blackburnehouse.co.uk by 5pm on Thursday 16th January 2020

Interviews: Thursday 30th January 2020 at Blackburne House, Blackburne Place, Liverpool, L8 7PE



The School for Social Entrepreneurs

SSE was founded in 1997 by Michael Young. Its mission is to address inequalities and social exclusion by supporting social entrepreneurs from all backgrounds to transform their talent into real social outcomes.

The SSE runs practical learning programmes and workshops 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.

We are one of the leading UK providers of learning programmes that supports individuals to realise their potential and to establish, scale and sustain, social enterprises and social and community businesses.

Our global network extends across the UK, Canada and India.



SSE North West

This role will be based within the North West School, SSE North West, which is part of the award winning Blackburne House Group. As part of the SSE NW team, you will be at the frontline of facilitating our social enterprise and community business learning programmes. and workshops.

SSE was brought to the North West in 2007 and has delivered innovative social enterprise programmes across the region with funding from partners such as Lloyds Bank, PWC, the Arts Council and local authorities including Liverpool and Wigan. Our North West School is experienced in delivering high impact place based programmes, applying national learnings in a local context to deliver local impact.

We run courses that support people to explore, start, strengthen, scale and replicate social enterprises, charities, community businesses and social organisations. Our programmes provide learning, flexible funding, mentoring and access to local, national and international networks, mobilising the experience of people from all backgrounds and supporting them to create sustainable change and social mobility for people and places.



SSE North West

We work hard to ensure all our activities are of a high quality and work supportively with colleagues in our international franchise to share good practice and ideas.

SSE is a vibrant organisation; we work entrepreneurially and are hugely committed to providing quality learning opportunities for social entrepreneurs. 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.



The Blackburne House Group

Blackburne House Group is a training led organisation, which delivers high quality training, education and consultancy services. It is a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre. Attracting thousands of visitors each year, facilities include an 'Outstanding' Ofsted graded education centre for women, the award winning School for Social Entrepreneurs North West, a thriving café bar, a women's health suite, excellent conference facilities and a 30 place nursery.

Blackburne House Group is a successful and vibrant organisation that has grown from a centre of education for women to being one of the UK's leading and pioneering social enterprises. Thousands of visitors, students and businesses continue to use its services and the work it undertake enables individuals, organisations and businesses to positively impact on the local economy.

From the beginning, Blackburne House Group has successfully established a number of highly acclaimed and flourishing social enterprises which continue to support its educational aims and provide tangible examples of how new markets can be used to serve local communities.



About You

You will have great people skills and be an excellent team player. You will have excellent business acumen skills and have a passion to make a real difference, both to the lives and individuals and to the local community.

We are looking for someone who has excellent facilitation skills and has experience of coaching, planning and delivering learning programmes. Ideally you will also have an understanding, and perhaps experience of, setting up and leading new projects and organisations. You may even be a Fellow of SSE with first hand experience of our approach.

You will understand alternative learning models and share SSE's fundamental value of learning by doing. You will be able to form relationships quickly and work with openness and integrity. Being part of a learning organisation means that you will bring new ideas to the table to support with programme recruitment, planning and delivery.


You'll be a creative and engaging facilitator who has experience of engaging with people, building confidence and capacity and encouraging them to explore new opportunities. Above all, you'll be passionate about social entrepreneurship and helping people to grow and develop.


Job Description

Post:	Learning Facilitator (Full Time. Fixed Term)
Salary:	£26,000
Responsible to:	School for Social Entrepreneurs North West Head of School
Responsible for:	Social Enterprise / Community Business Support Programmes & Workshops
Probationary Period:	3 months
Location:	This post will be based at the SSE North West office, Blackburne House, Liverpool, L8 with regular work and delivery across the North West.
Flexibility:	There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation. This may involve occasional evening weekend week or travel within the UK.

Main Tasks

- Prepare, deliver and / or facilitate stimulating and effective study sessions / workshops for students which meet their learning needs and support the growth and development of their social enterprises.
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- Creation of an exciting and secure learning environment, facilitating groups/group work and chairing external speaker sessions, with diverse cohorts of social entrepreneurs.
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- Ensure each student has a transformative and valuable experience, enabling them to make practical progress with their projects / businesses and achieve a level of personal development.
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- Provision of one to one personal support for a number of students as part of their learning and to provide pastoral care for the cohorts.
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- Work as part of the team to help source, maintain relationships and support a wide range of freelance speakers, expert witnesses and mentors whom will add value to the student's learning journey.

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- To maintain effective relationships ensuring the reputations of SSE, Blackburne House Group and relevant funders are maintained and developed.
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 - To contribute to developing a pool of learning resources and learning activities that are engaging and add value to programme delivery.
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 - Assist in the recruitment of students to SSE North West programmes and workshops in particular the organising and delivery of information sessions, interviews, selection processes and presentations.
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 - To support the organisation and delivery of events including SSE's graduations, dragon's den type events and other events that support the development of social entrepreneurs and the SSE.
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 - To give talks and presentations to promote the work of SSE to wider audiences particularly to assist with student recruitment and to champion SSE as a whole and its approach to learning.
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 - Help create and maintain an active alumni network for graduates (Fellows) of SSE
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 - To support the development and nurturing of SSE's pool of speakers and witnesses, ensuring the programme provides stimulating and valuable input and that sessions are relevant and practical.
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 - Working 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 and Blackburne House Group.
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 - Attendance at stakeholder and partner meetings to support learner recruitment.
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 - Day-to-day support in management of project through the entire project lifecycle, within budget, to set timescales and to high standards.

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- Contribute to the strategic direction of project activity and ongoing sustainability.
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- Carry out other tasks that are within the scope, spirit and purpose of the job.

Performance and Quality

- Engagement with the SSE's national and international schools by taking part in good practice and professional development activities.
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- Working closely with colleagues to ensure high quality monitoring and evaluation systems are in place that comply with our quality standards.

Project Accounting Responsibilities

- Provide necessary and accurate information to the Head of School to ensure project budgets are adhered to.
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- Provide accurate and necessary information that informs reports and updates for project funders.
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- Attend and participate in regular team meetings
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- Participate in regular one to ones with line manager as part of ongoing personal development and training.

Person Specification

Essential Experience

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

Desirable Experience of setting up and developing or managing a project, organisation or business with social purpose, including fundraising and project development.

Essential Knowledge

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

Desirable Knowledge and understanding and awareness of issues affecting the social enterprise, community business or charity sector. Desirable to have relevant training or qualifications e.g. in coaching, facilitation or business support.



Skills

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

Attributes

- 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.
- An enthusiasm and ability to learn quickly about a range of subjects relevant to the programme.
- Drive, focus and good judgement.
- Able to model transparent, open and informal behaviour with our students.
- Enthusiasm and interest around social entrepreneurship.
- Commitment to on-going personal development and training.
- Resourceful, adaptable and confident to be yourself.
- Willingness to work flexibly as regards working hours and methods.



Competency	Level required
Understanding stakeholder needs	4
Bigger picture/strategic perspective	4
Problem solving	4
Tactical thinking	3
Drive for achievement	3
Managing performance	3
Achieving quality and excellence	4
Initiating and implementing change*	3
Innovation	3
Interpersonal communication*	3
Influencing	3
Networking and alliance building	4
Team working*	4
Personal leadership	4
Developing others	3
Courage and decisiveness	4
Flexibility and resilience*	3
Learning orientation	3