



school for
social
entrepreneurs

Recruitment information pack

Director of Finance and Resources

June 2020

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 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 and Linklaters as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation and Paul Hamlyn Foundation. We also generate earned income through selling places on our short courses and workshops. In addition to the above, we have recently expanded our online delivery in response to the current Covid 19 Crisis.

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.

Job description

Purpose

The purpose of this role is to build on SSE's existing operational capabilities and develop them into a confident, strategic and compliant Finance and Resources function. Led by the Director, the Finance and Resources function will look after all of SSE's assets; its people, its finances, its technologies, its facilities and its services contracts.

We are especially looking for applications from diverse backgrounds, including:

- people of colour and people from minority ethnic backgrounds;
- disabled people, including those with learning disabilities and hidden disabilities;
- people with caring responsibilities;
- LGBTQ+ people;
- people from economically disadvantaged backgrounds.

Why? We recognise that there is a lack of diversity on our senior management team and we are taking positive action to address that.

You will line manage the Head of Finance, Office Manager, the Strategic Operations Manager, and Head of Technology. You will also manage key relationships including external technology and digital advisors, HR advisors and legal advisors, as well as supporting your team with relationships they hold (e.g. direct reports, auditors and other external professionals).

This role is best suited to a collaborative leader with high emotional intelligence. You will be comfortable working across a number of workstreams, willing to get up to speed quickly and manage a busy workload where necessary. You will be an energised and positive team player who is able to engage and collaborate with others, to work to specific goals to ‘get things done’, as well as to design and deliver longer-term projects. This role will work best for someone who is as motivated thinking strategically as delivering operationally.

Key responsibilities

Leadership and management

1. Work as part of the Senior Management Team to develop the work of SSE in order to achieve and advance its impact.
2. 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.
3. Contribute to the development of SSE as an organisation that is constantly seeking ways to learn, develop and to improve its performance.
4. Ensure that SSE’s values, ethos and policies are relevant, fair and consistently implemented.
5. Build, motivate and manage a high performing Finance and Resources team, including setting a clear vision to guide the team’s work.
6. Provide effective line management to individual members of staff, setting clear and achievable objectives and supporting their personal and professional development.
7. Ensure that business and operational plans to underpin SSE’s strategic objectives are developed, agreed and implemented.

8. Build SSE's resource management capability to help manage capacity and to support progress against organisational priorities, overseeing behavioural implementation of any new systems.

Finance

9. Work with the Head of Finance to ensure SSE has the financial strategy required to be able to thrive as an organisation and extend its learning opportunities over the longer term.
10. Work with relevant team members to ensure timely preparation and publication of the Trustee's Annual Report and SORP compliant annual accounts, as well as preparation and distribution of SSE's management accounts.
11. Working with the Head of Finance, lead on the preparation of the annual budget and its approval with SMT and Board.
12. Working with the Head of Finance, ensure SSE has effective financial controls and advise and lead on implementing improvements.
13. Work with relevant team members to build the financial analytics and business insights to enable the SMT to assess strategic opportunities and optimise SSE's business model.

Human Resources

14. Working with relevant team members, maintain compliant and practicable HR policies and procedures and develop systems that enable more efficient working practices.
15. Build and deliver an inclusive HR recruitment and retention strategy that attracts and retains diverse candidates and staff.
16. Foster a culture and way of working that supports and promotes inclusion and individual and organisational well-being.

Technology

17. Working with the Head of Technology, shape and implement SSE's IT strategy for the next strategic period ensuring it completes on time and budget. This will include supporting the ongoing development and roll-out of a new Salesforce system.
18. Working closely with the Head of Finance, contribute to the capital expenditure budget setting ensuring SSE's solution remains current with developments in the learning industry.
19. Working with the Office Manager, ensure staff have the technology and protocols required to fulfil their own objectives.

Premises and facilities

20. Working with the Office Manager, manage SSE's office facilities to ensure a safe, secure and welcoming office environment.
21. Working with the Office Manager, manage contracts for SSE's office space and/or workspace and research new premises and/or workspace, as may be relevant in the future.

22. Explore and implement ways to modernise and adapt SSE's working environment(s) in response to changing preferences and requirements (e.g. agile working, home working).

Governance and risk management

23. Ensure compliance with all relevant statutory and regulatory bodies, including HMRC, Companies House and the Charity Commission and with SSE's own governing constitution.
24. Ensure SSE adopts best practice in its Governance practice and policies.
25. Provide advice to the Board, MD and CEO of any legal responsibilities prevailing upon the organisation.
26. Working with the Strategic Operations Manager, maintain an active risk register ensuring it is a live document that enables risk managed decision making at all levels within the organisation.
27. Act as SSE's lead for data compliance and work closely with the Strategic Operations Manager to ensure SSE remains compliant with GDPR and DPA requirements.
28. Attend meetings of the Board and the Finance Audit and Risk Committee and submit written reports in advance of those meetings where necessary.

General

29. Carry out other tasks that are within the scope, spirit and purpose of the role.
30. Support SSE students and alumni through involvement with our learning programmes (if of interest to the post-holder).

Key relationships

The Director of Finance and Resources manages the Head of Finance (with a Finance Manager and Finance Officers in the team), the Strategic Operations Manager, the Office Manager, and the Head of Technology (managing a Salesforce Administrator). The Director of Finance and Resources reports to the Managing Director and works with the wider SMT and network, as well as with external specialists (e.g. IT support, HR advisors).

Person specification

Skills and Experience

Essential

- Knowledge and experience of managing and delivering across multiple workstreams e.g. HR, IT, Finance, Risk and Governance
- Experience of contributing to senior decision making within an organisation
- Experience of team management and development, including line managing staff
- Experience of setting and delivering strategies and operational workplans

- Project management skills and experience
- Knowledge/experience of managing organisational or departmental budgets
- Knowledge of relevant statutory legislation and regulatory frameworks including Charities SORP, GDPR, etc
- Strong communications skills
- Technologically literate

Desirable

- Experience of leading a departmental function
- Experience of reporting to a Board of Trustees
- Experience of working in the charity/social enterprise sector
- Relevant professional qualification(s)
- Experience of property and facilities management
- Experience of applying and monitoring GDPR at organisational level
- Knowledge/experience of finance packages and management information design
- Knowledge/experience of financial forecasting and assessing strategic opportunities

Personal Attributes

- Resilient, resourceful and adaptable and comfortable working within an entrepreneurial organisation
- A service minded individual who likes to find solutions and help 'make things happen'
- Someone who is comfortable assessing risks and making decisions
- Able to build strong relationships with a variety of stakeholders and motivate them towards a common goal
- A commitment and ability to create an inclusive culture and practices
- Organised and able to prioritise a varied workload and deliver to deadlines
- Committed to addressing inequalities and social exclusion and motivated by the role that social enterprise plays in this

Key details

Salary:	Starting salary £52,460 - £63,976 5% pension
Hours:	35 hours per week (28 hours will be considered for the right candidate)
Annual leave:	25 days (pro-rata if part time)
Contract:	Permanent
Reports to:	Managing Director
Location:	Flexible within the UK. This role may involve limited travel around the UK and occasional early morning / evening work.

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 Director of Finance and Resources 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 **Friday 17th July 2020** and title your email 'Director of Finance and Resources Application'.

Interviews will be held on **Friday 24th July**. Depending on the outcomes of the first interviews we may hold second interviews on **Thursday 30th July**.

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.



Diversity Monitoring

SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce and board by developing a 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.

To offer equal opportunities, prevent discrimination and support under-represented groups we encourage applicants to complete our online [Diversity Monitoring Form](#).

The information on this form will be used for monitoring purposes only and will play no part in the recruitment process. All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.

In accordance with the provisions of the General Data Protection Regulations (GDPR) 2018, the information you provide will be held confidentially and can only be used if you give us your consent.

As part of any recruitment process, SSE collects and processes personal data relating to job and volunteer applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Our data protection policy can be found here: <https://www.the-sse.org/your-data/>

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)

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