



school for  
social  
entrepreneurs

**RECRUITMENT INFORMATION PACK**  
**SSE in Cornwall**  
**Community Led Local Development**  
**(CLLD)**

**LEARNING MANAGER**

**November 2020**

## Welcome

Thank you for your interest in applying for the role of Community Led Local Development (CLLD) Learning Manager at the School for Social Entrepreneurs in Cornwall.

We have put together some information below which we hope will provide useful context and an understanding of the organisation, project and job role. You can also visit our website [www.the-sse.org.uk](http://www.the-sse.org.uk) for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail about role after reading through this pack.

**This post is fully funded by the European Regional Development Fund.**

## About 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 aimed at helping develop both the individual social entrepreneur and their organisation simultaneously; our approach, and belief, is that social change is people-powered, and that the most valuable assets and resources we have are human ones.

The School for Social Entrepreneurs (SSE) is the leading UK provider of learning programmes that supports and develops social entrepreneurs: individuals working entrepreneurially to create social benefit.

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

## Firstly, our commitment to inclusion

Diversity is a fact of life. Inclusion is a choice and a practice - for organisations and individuals. At SSE, our aim is to drive inclusion into every area and activity of what we do: from access to programmes, to grant investment, to board, staff and partnerships. However, you identify, we would like to hear from you. In our commitment to continue to diversify our teams, we are especially keen to hear from people who identify as BAME, LGBTQ+ and those with disabilities.

If you require any reasonable adjustments during this process please contact [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk).

## About SSE in Cornwall

Cornwall and the Isles of Scilly have a dynamic enterprise culture that is driving the social enterprise movement by creating sustainable social enterprises based on people, planet and profit. Cornwall's unique economic and geographic landscape lends itself to partnership and collaborative working, bringing added benefit across the public, private and social enterprise sectors.

The SSE Office is based in Truro however for this role you will be predominantly based at Newquay Community Orchard <https://newquayorchard.co.uk/> and working across the [Atlantic & Moor geographical area](#). Home working may also be required.

Until October 2020, SSE in Cornwall was an independent Community Interest Company with a close working relationship across our UK & international network of schools. However, in October 2020, along with 3 other independent schools, SSE merged with the School for Social Entrepreneurs (the charity).

The overarching vision for this move, is to shift from being a network of SSEs to one SSE network, rooted in its local communities and eco system, responsive to the external environment, and having a strong and robust core from which to achieve this.

Across our SSE teams, we work hard to ensure all our activities are of a high quality and work supportively with colleagues across the SSE Global network to share good practice and ideas.

Our team in Cornwall is busy, friendly and dynamic. SSE is a vibrant organisation; we work entrepreneurially and are hugely committed to providing quality learning opportunities for social entrepreneurs. In Cornwall and across the SSE network, we continue to enjoy a period of expansion and development. Working at SSE is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas, you'll enjoy how we work.

### About Community Led Local Development

Community Led Local Development (CLLD) is an EU funded programme, helping Cornwall to thrive and grow by providing pathways to better economic opportunities by making positive change in core neighbourhoods across Cornwall.

The CLLD areas across Cornwall include:

- West Cornwall LAG
- Coast to Coast LAG
- Atlantic & Moor LAG
- South & East Cornwall LAG

The SSE Community Led Local Development programme (working title) will deliver support in the Atlantic & Moor area of Cornwall which includes Bodmin, Bude, Launceston, Newquay, St Column Major & Tintagel.

For more information please visit: <https://communityledcornwall.co.uk/>

The aim of the SSE Cornwall Atlantic & Moor programme is to work at grass root level to identify, inspire and equip local people to feel ready to start their own social enterprise or community business or to grow an existing one. Practically this will involve:

- working closely with partner organisations to help raise awareness of the programme and identify local participants
- building strong relationships on the ground with local people to showcase the support on offer and to make it feel relevant and approachable to them
- delivering a supportive learning programme that will equip people with the skills, knowledge, and self-belief to move their idea forward

- supporting local people to recognise their own potential and build their resilience and resourcefulness
- facilitating individuals to grow their support networks as they work alongside like-minded people sharing ideas and experiences
- supporting participants on every stage of their journey
- helping individuals to gain knowledge, skills and expertise and become respected leaders within their own community
- recruiting and supporting SSE Fellows to become exemplar mentors
- completing programme paperwork in an accurate and efficient way to ensure we track spend and outcomes consistently.

We aim to build the trust confidence and capacity of individuals and groups, introducing participants to inspirational people who have faced similar challenges and are now making a difference to their own lives and transforming the lives of others. We aim to support participants enhance their skills and knowledge, helping them to learn valuable business acumen skills & enable them to further develop their ideas, aspirations and inspire others within their own communities. Working collaboratively and effectively, we believe we can achieve great things.

For the past year we have been running a similar programme in the Coast to Coast region of Cornwall so the Atlantic & Moor programme will also involve working closely with that team to support each other to deliver quality support to these communities.

*‘Everybody has the capacity to be remarkable’ Michael Young*

### About You

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

Ideally you will have an understanding, and experience of, setting up and / or leading new projects. 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. Above all, you’ll be passionate about social entrepreneurship and supporting people to grow and develop. You will have an excellent eye for detail, be able to demonstrate experience of writing comprehensive reports, maintaining budgets, and working to and recording outputs.

You will be well organised, have an ability to work at a high standard to pre-set deadlines. Bringing new ideas to the table to help with recruitment and programme planning and delivery. You will be expected to attend regular team and project meetings, and ensure you fully feedback any changes or updates to the delivery team. You will be a creative and engaging facilitator who has a genuine desire to see the potential in people, building confidence and capacity and encouraging them to explore new opportunities.

You will enjoy meeting new people and building relationships in local communities. You will be confident approaching groups and referral agencies and sharing the support on offer. You will have experience of successfully working in hard to reach communities or rural communities. Ideally you will already have strong contacts and networks across the Atlantic and Moor region.

## JOB DESCRIPTION

### Learning Manager - SSE Cornwall

**Reports to:** Lead Learning Manager, Cornwall

**Salary:** £ 24,693 + 5%, pension

**Hours:** 35 hrs per week (full-time)

**Contract:** Fixed term to 31st December 2022 (3-month probationary period)

**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 and weekend work or travel within the UK.

**Location:** The SSE Cornwall Office is based at The Workbox, 30 Ferris Town, Truro Cornwall TR1 3JJ. This post will be predominantly based at our hot desk in Newquay Community Orchard and working across the CLLD Atlantic & Moor geographical area. Homeworking will also be required on a need's basis and in agreement with your line manager.

A vehicle and driving license are essential for this role.

#### Role Purpose:

Working closely with SSE Cornwall's Lead Learning Manager (LLM), other Learning Managers and the Programme Managers and Administrators, you will take a pivotal role in building strong relationships across the Atlantic and Moor region to find and recruit participants onto our programme. You will also design and deliver high quality learning programmes and support for both potential and existing social entrepreneurs enabling them to develop organisations that have social benefit and contribute to their personal development as leaders of change.

#### Main Tasks

1. to gain a deep understanding of the Atlantic & Moor geographical core and functional areas
2. to work on the ground in the Atlantic & Moor region, establishing strong relationships with individuals, groups, agencies and community hubs to find and recruit participants onto the programme
3. to work closely with partner agencies and SSE fellows to help raise awareness of the programme
4. to gain a deep understanding of potential and actual programme clients, their strengths, weaknesses and what they aspire to, and identify ways in which the programme may support them in achieving this.
5. to work closely with the SSE team to design and deliver brilliant and inspirational support programmes
6. to liaise with and contract a broad range of specialist advisers, briefing them on the issues and support required by the programme participants and ensuring needs are met

7. work closely with SSE Cornwall core team; Lead Learning Manager, Learning Managers, Finance Manager, Administration and Programme Coordinator project team.
8. attend team updates and work with the wider SSE UK teams
9. maintain accurate records of activity and prepare regular reports for project investors and partners
10. ensure robust budgets are maintained and outputs are met in a timely and efficient manner.
11. attend regular programme operational meetings
12. adhere to strict procurement guidelines
13. work within SSE Quality Assurance system

#### General responsibilities

1. Maintain regular and effective communication with SSE colleagues
2. Attend and actively participate in regular team meetings
3. Participate in regular one to ones with line manager as part of your ongoing personal development and training.
4. Carry out other tasks that are within the scope, spirit and purpose of the job.
5. To carry out at all times, responsibilities with due regard to the Data Protection Act and current Data Protection Policy.
6. To carry out, at all times, his/her responsibilities with due regard to the Company's Equal Opportunities Policy
7. To work at all times within the code of the Health & Safety At Work Act 1974 and related legislation.

This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.

Good communication and organisation skills as well as self- motivation and self- confidence and a 'can-do' approach will remain essential qualities to fulfil this role.

#### Key relationships:

Although this post reports directly to the Lead Learning Manager, you will work very closely with the other Learning Managers, Finance & Contracts Manager, Marketing Specialist, Administrator & Project Coordinator.

We regularly welcome interns and apprentices into our core team.

SSE Cornwall designs, develops and delivers a range of programmes supporting social entrepreneurs to thrive. This would not have been possible without the support of our

partners and so therefore, our relationships with internal and external partners is extremely important to us, we work collaboratively with them on both a strategic and operational with great respect at all times.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	<p>Experience of social enterprise / entrepreneurship</p> <p>Experience of designing and delivering learning programmes within a community setting</p> <p>Enthusiasm, knowledge and experience to ensure the best outcomes and support for our individuals &amp; businesses</p> <p>Development of systems and procedures to evaluate, record and report</p> <p>Good team player</p> <p>Experience of supporting people to develop their ideas or businesses</p>	<p>Experience of managing complex projects</p> <p>Experience of working on ERDF projects</p> <p>Experience of working in harder to reach or rural communities</p>	Application Form / Interview
<b><u>Education &amp; Training</u></b>	A demonstrable track record of delivering high quality personal & business support	Educated to Degree level Full Professional Qualification	Application Form / Interview
<b><u>Special Knowledge &amp; Skills</u></b>	<p>An excellent understanding of Social Enterprise / Entrepreneurship</p> <p>An ability to communicate effectively with a diverse</p>	<p>Knowledge &amp; understanding of the needs of individuals in the Atlantic and Moor area of Cornwall</p> <p>An understanding of the key agencies and</p>	Application Form

	<p>range of individuals / business</p> <p>An understanding of processes for ensuring and monitoring quality</p> <p>Computer literate</p> <p>Strong organisational ability</p> <p>Good self-presentation skills.</p>	<p>community hubs working in the Atlantic and Moor region.</p> <p>An understanding of the voluntary and business sector networks within Cornwall</p> <p>Coaching and business development skills</p>	
<b><u>Any Additional Factors</u></b>	<p>An enthusiasm and ability to learn quickly about a range of subjects relevant to the SSE.</p> <p>A belief that individuals are crucial catalysts in creating social change and that systematic learning and support represent valuable ways of increasing their effectiveness.</p> <p>Commitment to on-going personal development and training.</p> <p>Maturity, adaptability and confidence.</p> <p>Access to own vehicle</p> <p>Willingness to work flexible hours on occasions</p> <p>Willingness to make a difference</p>	<p>An understanding of the process for ensuring and monitoring quality</p>	<p>Application Form / Interview</p>



## To Apply

*To apply please send your CV with two referees and a covering letter answering the following questions:*

- 1. What excites you about the prospect of working for the School for Social Entrepreneurs? (max 200 words)**
- 2. What would make you an excellent Learning Manager as part of the SSE (CLLD) Atlantic and Moor Programme? (max 300 words)**

*Please ensure you keep within the word count.*

Please send your application by email [admin@ssecornwall.org](mailto:admin@ssecornwall.org) ensuring your subheading is: Learning Manger (CLLD) Application and your full name or post to the following address

Application deadline: **midnight Mon 7<sup>th</sup> December 2020**

Interviews will be held: **Mon 21<sup>st</sup> / Tues 22<sup>nd</sup> / Weds 23<sup>rd</sup> December 2020**

If you want to discuss this role please call 01872 306130