



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

Strategic Projects Manager

March 2021

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.

This role will be flexible on location but may require presence at SSE's office in London Bridge periodically.

About the role

Purpose

The purpose of this role is to manage a portfolio of existing and new projects focused on building the long-term success and sustainability of the Charity.

You will succeed in the role if you believe in the potential of social entrepreneurship to create social change, have a strategic, flexible mindset and are willing to work collaboratively as part of a fun yet focused team.

Job description

As Strategic Projects Officer/Manager you will take new ideas and projects, conduct research and analysis, consider commercial viability and turn insights into implementable products, services and strategies. You will take your lead from the CEO but use your communication and collaboration abilities to work effectively with colleagues and external stakeholders to bring these projects to life. You will also work to embed new approaches into the relevant teams as they move from project to business-as-usual. The role will provide hands-on support to the senior leadership team, delivering tangible business value to the entire organisation.

Key responsibilities

The position will entail:

- Providing analytical and strategic support to the CEO and senior leadership
- Managing external research, data and technology contractors to time and budget.
- Analysing new market opportunities and reporting on them to senior staff
- Integration of strategic projects with the work of the Development and External Affairs team, Senior Management Team and reporting to SSE trustees
- Identifying key insights from external research and internal analysis, packaging findings into digestible formats such as short written reports, and translating ideas into a prioritised set of approved deliverables
- Writing briefings and presentations to support the CEO in meetings with stakeholders ranging from major UK funders to a range of government stakeholders
- Launching new initiatives and conducting review meetings to keep projects on track
- Managing the secretariat for the Match Trading Task Force, primarily the organisation of Task Force meetings (identifying interesting topics, inviting external speakers, logistical support, delivering presentations)

Key relationships

- This role reports directly to the CEO, who is responsible for setting the overall direction of the charity, to ensuring its long-term success and impact.
- Internal relationships will span the Charity, including the Development and External Affairs team (including the communications team) and Finance team. It is vital that strategic projects are integrated into the wider organisation.
- There will be regular engagement with external stakeholders of SSE including funders, think tanks, corporate partners and government representatives.

- There will be ongoing contact with SSE contractors including research, academic or technology partners as well as managing SSE volunteers.
- Project-specific reporting and supporting the Development and External Affairs Team with external reporting (e.g. to funders)

Person specification

A great communicator:

- Strong communication skills and a proven ability to influence as well as to listen
- Excellent writing skills (writing for influence is essential)
- Capable of representing complex concepts and strategies in a visual way
- Strong relationship management skills with proven track record of working in consultation/collaboration with key partners
- Confidence in engaging a range of differing stakeholders and acting as a 'sounding board' to senior colleagues

Someone who is entrepreneurial, curious and solutions-focused:

- Able to synthesise and summarise complex information
- Proven experience of strategic analysis and planning, including direct experience of research, data gathering and business case modelling
- A commercial mindset and approach to their work
- Experience scoping and initiating technology and data projects

A multi-tasker:

- Highly organised, comfortable managing a diverse workload and tasks ranging from end-to-end execution of strategic projects to administrative tasks
- Resourceful and adaptable, with an appetite to 'dive into' different subject areas and manage multiple projects with different foci at the same time

Self-motivated:

- Ability to drive projects forward and prioritise deliverables for a range of stakeholders
- Comfortable working with ambiguity and flexible in your approach
- Able to work independently, and when appropriate to collaborate with colleagues and stakeholders

Desirable

- Project management experience including strong software skills
- Understanding of relevant policy areas e.g. business and social enterprise, third sector funding, Social Value, local economic development.
- Highly proficient in Word, PowerPoint, Excel and business intelligence software e.g. Power BI

Personal attributes

- Candidates should be strongly motivated by, and committed to, SSE's mission and to the social enterprise sector and its development; they should be comfortable working in an informal, fun, small organisation.

Key details

Salary:	Starting £32,542 to £38,372 (depending on skills and experience) + 5% pension
Hours:	35 per week, typical office hours 9am-5am or 10am-6pm. We would be willing to consider a part-time role for the right candidate(s).
Annual leave:	25 days
Contract:	Full time permanent
Reports to:	Alastair Wilson, CEO
Flexibility:	Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network
	This role welcomes applications from candidates who would like to be considered for a job share.
Location:	Flexible with some time at SSE's office in London Bridge expected

Please note, we are unable to accept applications from candidates who require visa sponsorship. Roles advertised as flexible or remote location require candidates to be UK-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. What do you think makes you an excellent candidate for the Strategic Projects Officer/Manager role within SSE? Please refer to relevant skills and experiences.**

Please use no more than 800 words in total to answer these questions.

Please complete your application via the google form [here](#) by midday on 1st April 2021 if you have any questions please send an email to recruitment@sse.org.uk and title your email 'Strategic Projects Manager Application'

The selection process will comprise an interview and a task. Interviews will be held on the **13th and 15th April**.

Unfortunately due to our limited capacity we are unable to provide feedback to candidates not shortlisted for interview.

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 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**