



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

SSE Cornwall

DEVELOPMENT MANAGER

May 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 other 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 based predominantly at our offices in Truro with opportunities to hot desk in our North Cornwall & South East Cornwall bases, with occasional working from home

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.

Purpose

The purpose of this role will be to:

- contract manage our Community Led Local Development (CLLD), European Regional Development Funded (ERDF) projects,
- compliance adhered to, outputs are closely monitored, and that information for claims is gathered and presented in a timely manner
- support our core administration & finance team
- support our learning team
- maintain a close working relationship with Cornwall CLLD team - Accountable Body
- lead the strategic direction of the Cornwall team, joining networks and attending meetings as appropriate
- maintaining relationships with existing stakeholders and developing new relationships.
- work closely with the Director of Development & External Affairs to help create a vibrant Fellowship network for Cornwall, collaborating with and sharing learning across our wider SSE teams

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

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:

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

Currently SSE Cornwall is delivering our Springboard programmes in the Coast to Coast, Atlantic & Moor and South & East Local Action group areas. We have a decision pending from the West Cornwall Local Action Group.

The aim of the SSE CLLD Springboard programme is to work with some of our most disadvantaged communities, at grass root level to identify and inspire local people by:

- working closely with partner organisations to help raise awareness of the programme and identify local participants

- support local people to recognise their own potential by working alongside like-minded people sharing ideas and experiences
- helping individuals to collaborate and work as part of team
- building resilience and resourcefulness
- supporting participants on every stage of their journey
- supporting participants to develop and broaden networks
- helping individuals to gain knowledge, skills and expertise and become respected leaders within their own community
- supporting SSE Fellows to become exemplar mentors

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 skills and knowledge, helping them to learn valuable business acumen skills & enabling 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.

‘Everybody has the capacity to be remarkable’ Michael Young

About You

You will have great people skills and be an excellent team player, ideally you will have knowledge and experience of Cornwall, its networks and people. You will bring excellent business acumen skills and passion to make a real difference, both to the lives of individuals and to our local community.

Ideally you will have an understanding, and experience of, partnership building and be able to demonstrate when you have successfully led on a project from inception to completion. 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 in Cornwall the impact of and supporting people to grow and develop. You will have an excellent eye for detail, be able to demonstrate experience of writing funding applications, comprehensive reports, maintaining budgets, 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 with a good strategic overview. You will be expected to attend regular project meetings, schedule and lead team meetings and ensure you fully feedback any changes or updates to the delivery team.

You will have a creative and engaging approach and a track record of working with people, building confidence and capacity and encouraging them to explore new opportunities.

JOB DESCRIPTION DEVELOPMENT MANAGER

Reports to: Director of Development & External Affairs

Salary: £32,867 - £37,090 (pro rata) + pension contribution

Hours: 28 hours per week (part-time) - funding depending

Annual Leave: 25 days pro rata

Contract: Fixed term until 31st December 2022 with possible extension to 31st March 2023 funding depending (3-month probationary period)

Flexibility: There is an expectation that the successful candidate will be willing to adapt his/her working hours to suit the needs of the organisation. This may involve occasional evening and weekend work or travel within the UK.

Location: This post is based in at the SSE Cornwall Offices, The Workbox, 30 Ferris Town, Truro, Cornwall TR1 3JJ with regular work and hotdesking available across other CLLD areas. There will be occasional travel required across the UK, visits to the SSE Central (London) and other Schools in the Network for (occasional) events & training.

A vehicle and driving licence are essential for this role.

Job Purpose:

1. To be the contract manager, and key signatory for our CLLD ERDF current and future projects.
2. To promote ERDF investment in Cornwall.
3. To comply with EU regulations regarding publicity and communications including the use of EU Branding.
4. Maintain and build on close working relationships with the CLLD programme team 'the accountable body'.
5. Working proactively to build relationships which have the potential to lead to new business opportunities, identifying areas for mutual benefit.

6. Writing compelling bids and project proposals to generate new business aligned to SSE's strategic goals.
7. Writing compelling bids and project proposals to renew existing funding partnerships, building on shared learning to inform the renewal.
8. Preparing programme budgets for proposed activities, ensuring appropriate consideration is given to margins and overhead recovery.
9. Contributing to the generation of agreed income targets for the development team, and updating the relevant database systems to track progress.
10. Developing new products, or taking existing products to new markets, to help diversify SSE's income and contribute to longer-term sustainability.
11. Attending sector events and meetings to raise awareness of SSE's work, build networks, and remain informed about trends and opportunities in the sector.
12. Representing SSE Cornwall across the Duchy.
13. To undertake outreach, participating in talks and events to promote SSE to wider audiences with view to recruitment and championing SSE and its approach to learning.

Account Management:

14. Ensuring that all contractual requirements, such as narrative and financial reporting are delivered to a high standard.
15. Ensuring that regular, positive and constructive progress meetings are held with our funding partners, according to their preferred frequency and format.
16. Regular liaison with SSE's Lead Learning Manager and Programme Managers to ensure implementation of project activities and outcomes are on track and to ensure the impact of the programme is appropriately monitored and reported.
17. Regular liaison with the SSE finance team, as required to ensure all expected income has been received and that expenditure is on track.
18. Liaison with SSE's communication team in relation to any public facing or communication aspects of our partnerships.

19. Sharing and disseminating information and learnings from our work across Cornwall.

20. Coordinating regular meetings of all internal stakeholders for each project to ensure all parties are updated on relevant aspects of each programme and partnership.

Management:

21. Motivate and line-manage a development officer (tbc).

22. Provide effective line management to the officer, setting clear and achievable objectives and supporting their personal and professional development (tbc).

General Responsibilities:

23. Working collaboratively with other Development Managers and the Cornwall Lead Learning Manager to share ideas contacts and opportunities.

24. Building and maintaining close relationships with colleagues across SSE regional teams alerting them to potential income generation opportunities & working collaboratively on fundraising initiatives.

25. Carry out other tasks that are within the scope, spirit, and purpose of the role.

Key relationships:

The post-holder will report to SSE's Director of Development & External Affairs and work closely with SSE Cornwall's Lead Learning Manager, Learning Managers and Freelance Facilitators. A close working relationship will also be maintained with the SSE Cornwall's Programme Administrator and Finance Officer. A strong relationship with the CLLD Project Team, will be maintained, in particular the Programme Manager and Compliance Manager. The wider SSE Development team, Communications & Marketing team, Programme & Learning teams, and the SSE Finance & Resources Team.

We regularly welcome interns and apprentices into our core team.

In addition, we maintain close contact with our Fellows who we see as our ambassadors and very much part of the organisation's growth and development.

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 are extremely important to us, we work collaboratively with them on both a strategic and operational with great respect at all times.

Key Result Areas:

- To ensure the complete delivery of our SSE CLLD suite of programmes.
- To deliver a stimulating and effective SSE programme(s) across Cornwall, responsive to local need.
- To always carry out, his/her responsibilities with due regard to the Data Protection Act and current Data Protection Policy.
- To always carry out, his/her responsibilities with due regard to the Company's Equal Opportunities Policy.
- To work at all times within the code of the Health & Safety At Work Act 1974 and related legislation.
- Good communication and organisation skills as well as self- motivation and self-confidence will remain essential qualities to fulfil this role.

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.

Person specification

Skills & Knowledge

- Excellent attention to detail and methodical approach to work
- Understanding and experience of ERDF programmes
- Knowledge of Cornwall
- Organisational and project management skills, with experience of prioritising a number of concurrent projects and delivering to deadlines.
- Relationship management and communication skills, with the ability to relate to and support people at all levels and from a diverse range of backgrounds
- Written and verbal communication skills with experience of communicating at all levels internally and externally
- Proficient in the use of Salesforce, or similar database system
- Proficient in Word, PowerPoint, Excel

Experience

- Proven track record of leading a team
- Track record of an ability to enthuse, motivate and support staff team
- Experience of working in the third sector/ social enterprise sector. (Desirable)
- Proven networking skills and the ability to liaise and build relationships leading to successful project development |& fundraising
- Track record of strategic development

- Track record of delivering EU programmes on time and within budget
- Excellent financial management and budget development
- Demonstratable experience of successful fundraising / income generation through a variety of sources, including commercial activities

Personal Attributes

- Highly organised and reliable, able to prioritise a varied and fast paced workload and deliver to deadlines
- Flexible, capable of responding positively to new challenges
- Solutions focused, will adopt a problem-solving approach to achieve results
- Friendly, approachable and professional
- A team player committed to working collaboratively to achieve results
- Committed to addressing inequalities and social exclusion, with a clear interest in social enterprise (Desirable)
- A firm believer in, a bias towards, the value of empowerment as a tool for social change

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 Development Manager for SSE? (max 300 words)

Please ensure you keep within the word count.

Please send your application by email admin@ssecornwall.org by 9am 4th June

Please ensure your subheading is: **Development Manager Application and your full name**

First round interviews will take place on **Monday 7th June**.

Additional information attached:

CLLD Maps showing core and functional areas

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**