



# Recruitment information pack

## **Senior Technical Project 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](http://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.

Ideally the post-holder will be London-based but a location anywhere within UK will be considered.

## About the role

### Purpose

The purpose of this role is

- a) Deliver / be actively involved a number of IT projects/tasks (listed below)
- b) Act as backup for Head of Technology

This is a brand-new senior role for someone who is happy to tackle a number of projects in a growing organisation. Listed below are possible key projects, but there is scope and flexibility for you to get involved in a number of different areas depending on your interests and skillsets. As this is a new role, we also have flexibility in terms of hours and location.

Possible tasks / projects:

- Sharepoint planning & migration
- Further Develop and promote the use of the collaboration features within Office 365
- Put together / evaluate technical training for staff
- Evaluation of 3<sup>rd</sup> party tools from useability and governance viewpoints
- IT governance projects - eg maintaining a software catalogue
- Input into formulation & rollout of IT and digital strategies

You will succeed in the role if you:

- believe in the potential of social entrepreneurship to create social change,
- are comfortable and excited about evaluating & implementing new technology and
- are willing to work collaboratively as part of a fun yet focused team.

## **Key relationships**

The post-holder will report to Head of Technology but will work with many teams across the organisation.

## **Person specification**

### **Essential**

- A background in IT
- A strong interest in IT management / service delivery
- Experience of similar role in a small to medium sized organisation
- Experience of leading and managing IT projects

Together with experience in at least 2 of the following areas:

- Sharepoint - detailed planning & migration
- Data warehousing
- Digital transformation / process redesign
- Stakeholder management
- Experience of evaluating & implementing 3rd party tools
- Cyber security

## Personal attributes

- Hands-on, self-starter who is happy to get involved in a number of projects and can 'get things done'
- Comfortable with multi-tasking
- Pragmatic & flexible - eg appreciating the need for short & long term steps, engagement with other groups, need for compromise, etc,
- Comfortable with BAU / governance tasks
- Comfortable with learning about 'new' technology & tools and assessing their usefulness for our organisation through co-operative working with end users

## Key details

**Salary:** Up to £48,000 pro-rata (depending on skills and experience) + 5% pension

**Hours:** 21-35 per week. For the right candidate we would consider reduced hours of 21 hours per week.

**Annual leave:** 25 days pro-rata

**Contract:** 6 months FTC, with strong likelihood of extension

**Flexibility:** Very Occasional evening / weekend work

This role welcomes applications from candidates who would like to be considered for a job share.

**Location:** Ideally London, however for the right person we would consider anywhere in UK, including fully remote working

**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 (no more than 3 sides of A4) and a covering letter answering the following questions:

**1. What attracted you to apply for this role?**

**2. Why would you be an excellent Senior Technical Project Manager for SSE?**

You have the choice to answer the questions either:

In writing (max. 600 words)

A voice recording\* (max. 5 minutes)

A video\* (max. 5 minutes long; you can submit this in British Sign Language if you prefer)

All methods of application can be emailed to [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk)

- Title your email: 'Senior Technical Project Manager Recruitment 2021'
- Include your name and contact details and CV in your email.
- If using a video recording, we suggest uploading to YouTube and sending a link.

All formats (writing/video/voice) will be assessed equally. We just want to make sure you feel comfortable using the format that works best for you. Please ensure you answer all questions.

**The deadline for submitting an application is 14<sup>th</sup> June 2021 at 9:00am**

## How we will assess candidates

We will undertake an initial review of written/video/audio applications to invite shortlisted applicants to interview. If selected...

Informal discussion lasting 15 minutes will take place between **16<sup>th</sup> - 18<sup>th</sup> June**

Interviews will take place **w/c 21<sup>st</sup> June**. Depending on the outcomes of the first interviews we may hold second interviews.

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 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](mailto: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, 2<sup>nd</sup> Floor, 139 Tooley Street, London SE1 2HZ**

**Reg. Charity in England & Wales (1085465)**

**HR Data Protection Contact: Helen Moules [helen.moules@sse.org.uk](mailto:helen.moules@sse.org.uk)  
020 7089 9120**