



school for  
social  
entrepreneurs

# RECRUITMENT INFORMATION PACK

## SSE in Cornwall

### Administrator (CLLD Springboard Programme)

June 2021

# Welcome

Thank you for your interest in applying for the role of Administrator (Community Led Local Development (CLLD) Springboard programme) 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 and we are looking at getting a hot desking space in the SELAG area, exact location to be confirmed. For this role you will be predominantly based in the SELAG area alongside working across with the Springboard team across Cornwall. 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, known as Springboard, will deliver support in the South & East area of Cornwall which includes St Dennis-

Treviscoe-Foxhole and Victoria-Bugle-Penwithick in the China Clay area; St Austell, St Blazey, Liskeard, Looe, Callington, Saltash and Torpoint.

The aim of the SSE Cornwall South & East 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 and we are just establishing our Atlantic & Moor programme, so our South & East Programme will 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 the role

## Purpose

To provide administrative support to help meet the operational requirements of the CLLD Springboard programme.

## Key Responsibilities

1. Supporting student recruitment through initial eligibility checks, forwarding participants to relevant team members and signposting to other services.
2. Administering uploads to Evolutive the funders database, following up with the team to ensure any gaps are filled.
3. Using DocuSign and other technology to co-ordinate sensitive participant paperwork so that is completed in a timely and accurate manner.
4. Liaising with participants to gather the necessary information and ensure they receive an excellent quality of service.
5. Reviewing invoices, requesting changes where required and sending to team members for approval.
6. Ensuring all participant and enterprise records are correct and up to date in liaison with the learning team.
7. Ensuring all student information is logged correctly in Salesforce and that records are kept-up-to-date (e.g. contact details, attendance records).
8. Supporting programme and course planning and logistics including venue bookings, setting up training rooms, booking lunches, confirming speaker bookings etc.
9. Building and maintaining positive relationships with students and SSE fellows attending courses and programmes, fielding enquiries as necessary and providing a warm welcome over the phone, email or face to face.
10. Carry out other tasks that are within the scope, spirit and purpose of the role.

## Key Relationships

The Springboard Administrator reports to one of the Learning Managers. In addition, this post will work closely with the other Learning Managers, Lead Learning Manager, Programme Administrator, Finance Team, and others across the organisation. Other key relationships include those with students and fellows.

## Person specification

### Skills

- Excellent attention to detail and methodical approach to work
- Organisational 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 database systems
- Proficient in Word, PowerPoint, Excel, Outlook and Sharepoint

### Experience

- Experience of maintaining office systems including databases, spreadsheets etc.
- Experience of co-ordinating diaries, meetings and events
- Experience of working in the third sector/ social enterprise sector. (Desirable)

### Personal Attributes

- Highly organised and reliable, able to prioritise a varied and fast paced workload and deliver to deadlines
- Flexible and adaptable, 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)

## Key Information

<b>Salary:</b>	£20,000 (pro rata) 5% pension 25 days annual leave (pro rata)
<b>Hours:</b>	28 hours per week (14 hours are secured, additional 14 hours are subject to funding to be confirmed in Autumn 2021). On occasion antisocial hours may be required from time to time.
<b>Contract:</b>	Until 31 <sup>st</sup> December 2022
<b>Reports to:</b>	Learning Manager
<b>Location:</b>	This role will be based at one of our offices in Cornwall. We have a base at the Workbox in Truro, Newquay Community Orchard in Newquay and will be securing another workspace in the South & East of Cornwall in due course. Remote working may be a possibility.

## To apply

To apply for the role, please send your CV and a covering letter answering the following questions:

1. What attracted you to apply for this role? (max 200 words)
2. Why would you be an excellent Administrator for SSE? (max 300 words)

Please include the names of two professional referees, including your current or most recent employer. Please note that referees will not be approached without your prior knowledge and only following a successful application and final interview.

Please send your application by email to [admin.cornwall@sse.org.uk](mailto:admin.cornwall@sse.org.uk) ensuring your subheading is: Administrator (CLLD Springboard Programme)

**Application deadline:** 9am on Monday 28<sup>th</sup> June 2021

**Interviews will be held:** 5<sup>th</sup> and 7<sup>th</sup> July 2021

If you want to discuss this role, please call 01872 306130.