



# Recruitment information pack

## **Associate Coach**

August 2021

# Key Details

- **Role:** Associate Coach
- **Reports to:** Programme Manager
- **Contract:** Associate Contract
- **Session Fee:** £150 per session. This fee includes all preparation work for the session (including chemistry call), 60 minutes coaching, and follow up after the session including completing a survey.
- **Location:** Based anywhere in the UK (virtual sessions)

# Welcome

Thank you for your interest in applying to be an Associate Coach with 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).

We are looking to bring a pool of associate coaches on board, with a particular focus on supporting the Creative Leadership programme; led by the School for Social Entrepreneurs and funded by Arts Council England (ACE) through the Transforming Leadership fund.

Launched in 2020, Creative Leadership is a 2-year action learning programme supporting 20 early career and 20 established leaders within the arts and culture sector in England to strengthen their leadership skills.

We are looking for coaches to match with programme participants who have expressed an interest in having a one-to-one coach to support them on their leadership journey.

Each coach will have 6 sessions with each coachee they are matched with between September 2021 and March 2022.

We have put together some information below which we hope will help you understand the organisation and the opportunity.

## 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, freelance staff and programmes we are particularly keen to hear from those who identify as BAME, LGBTQ+ and those with disabilities.

If you require any reasonable adjustments during this application process including assistance with reading of this document, please contact Amber Sorrell: [amber.sorrell@sse.org.uk](mailto:amber.sorrell@sse.org.uk) / 0203 905 3535.

## **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. We help 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. We run courses that equip people to start, scale and strengthen organisations that make a positive difference. But we're not a traditional school. Learning with SSE is inspiring, action-based and accessible. We support people in other ways too, such as funding and mentoring. Lord Michael Young founded SSE in 1997. Today we work internationally, with teams across the UK, Canada and India. Together, we're changing lives and transforming communities.

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.

## **About the Creative Leadership programme**

The [Creative Leadership](#) programme is designed and delivered by the School for Social Entrepreneurs (SSE) and funded the Arts Council England's Transforming Leadership Fund.

The [Transforming Leadership](#) Fund was established in response to recognition that leadership is key to the success and workplace culture of all organisations, and to the growth and sustainability of the arts and culture sector as a whole. Evidence points to the fact that existing leadership development opportunities in the arts sector are limited and not fully meeting the needs of the sector. There is also evidence that diversity in arts and culture leadership is a particularly stark challenge.

The Transforming Leadership Fund therefore aims to ensure arts and cultural leaders are appropriately skilled and from diverse backgrounds to support the continued growth and long-term sustainability of the sector. Funded by the National Lottery, Transforming Leadership was launched to address specific issues around diversity across leadership, opportunities for emerging and early career leaders, and the development of executive skills at senior levels.

SSE's Creative Leadership programme is an action-based learning programme which aims to strengthen the leadership skills of those within the arts and cultural sector. There is one cohort of 20 executive leadership level individuals and one cohort of 20 early career leaders.

The programme aims to address the lack of diversity in sector leadership (including gender, race, disability and socio-economic status); develop leadership skills at an

executive level; and address the current lack of opportunities for leaders at the early stages of their careers.

The learning programme commenced in summer 2020 and will finish in March 2022.

In year one of the programme, each cohort of 20 participants engaged in 10 online learning days which consisted of peer learning, expert-led sessions and witness sessions (which draw on the practical experiences of social entrepreneurs and arts sector leaders).

Participants are also working in small groups in Action Learning Sets with action learning facilitators, throughout year 1 and year 2 of the programme.

We have designed year 2 of the programme to respond to the current needs of the participants. We are keen to provide more personalised support, and coaching plays an important role in supporting their leadership journey.

## The Role

We are looking for coaches to work with participants on the Creative Leadership programme from September 2021 until March 2022.

After matching you with your coachee(s), we will ask you to arrange an initial chemistry call with them. Once you both agree you would like to work together you will organise your sessions directly with your coachee.

You will deliver up to six 60-minute coaching sessions with your coachee(s) between September 2021 and March 2022. We expect most sessions will happen virtually, though where possible we will match coaches with local coachees so that sessions can take place in person if this is preferred by the coachee.

We will ask you to complete a short survey with the coachee at the end of each coaching session to enable us to monitor how many sessions have been completed. We will ask you to complete a final survey as part of the programme evaluation as we want to learn about the impact of one-to-one coaching on our programmes. The session survey and evaluation surveys are designed to respect confidentiality.

## Person Specification

### **Qualification and experience**

You will be an experienced, qualified coach, either certified or having over 2 years of coaching experience since qualification.

### **Continuing Professional Development & Supervision**

You will demonstrate the importance of continuing professional development and supervision in continuing to develop your practice. If successful we expect you to organise your own coach supervision and to keep evidenced CPD and supervision logs.

## **Experience and understanding of the coachee's context**

You will have experience of working with people with lived experience and be able to respond to and understand the context in which the coachees are working. We believe social change should be led by people from all backgrounds - especially those with direct experience of the issue they seek to address. Many of our students work supports racialized and minoritised communities\*, LGBTQ+, disability, neurodivergence, social inclusion, decolonisation, activism, and amplifying underrepresented and marginalised voices.

*(\*We know that language about identity is personal and these terms won't feel right to everyone. We mean people who may identify as Black, Brown, bi- or multi-racial, being from a diaspora, having Asian/ African/ Caribbean/ Latinx/ Middle Eastern/Pacific Islands/First Nation indigenous heritage, as a "person of colour", Jewish, and/or from a white ethnic minority such as Gypsy, Roma, Traveller. We have consulted our community to shape this language.)*

**Mental Health First Aid Training** - At SSE we have become increasingly aware and concerned by the number of students who present with mental health difficulties. SSE must acknowledge that many of our students come to SSE with primary or secondary lived experience, this may or may not be related to mental health but can often involve a deeply personal experience of some kind. Because students' enterprises are so often intricately linked to their personal narrative, they can bring this into their learning experiences. In addition, contextually this year has also been unprecedented in seeing students present with several challenges concerning their mental health and wellbeing.

Learning facilitators, ALS practitioners and coaches are charged with creating a safe environment conducive for student learning and they have direct contact with students. To foster a culture of safeguarding and be responsive to the evolving needs of our students we have made a decision that we will require all those who undertake face to face delivery (even online) be Mental health first aid trained. This training will equip you with the knowledge and skills to be able to respond to and signpost our students, should the need arise.

SSE requires all learning facilitators, ALS facilitators and coaches to have undertaken (within the last 3 years) or be working towards Mental Health first aid status.

The following links give further information about training.

[Book a course · MHFA England](#)

[Scottish Mental Health First Aid | Glasgow Association for Mental Health \(gamh.org.uk\)](#)

## **Support and Flexibility**

You will be willing to support the coachees to make the most of the coaching programme. Many of the coachees may not have had experience of coaching before. In your approach you will need to meet the coachee where they are, and be flexible to their needs.

## To apply

1. Send an email titled 'Associate Coach Application 2021' to [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) attaching:
  - your CV (no more than 2 pages)
  - copy of coaching qualification certificate(s)
2. Please state how many coachees you have capacity to work with between September 2021 and March 2022 and your location.
3. Provide a response to both the following questions
  - a. What attracted you to apply for this role?
  - b. Why would you be an excellent associate coach for SSE?

You have the choice to answer the questions either:

- In writing (max. 500 words); or
- Via a voice recording\* (max. 4 minutes); or
- Via video\* (max. 4 minutes long; you can submit this in British Sign Language if you prefer)

*\*If you answer using voice or video:*

- Email your recording to [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk)
- If using a video, we suggest uploading to YouTube and sending a link
- Title your email: 'Associate Coach Application 2021' Include your name and contact details, CV and certificate(s) in your email.

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

**The deadline for submitting your application is Monday 6<sup>th</sup> September 2021 at 10am.**

## How we will assess applicants

**Interview (week commencing 13<sup>th</sup> September 2021)**

- We will invite shortlisted candidates to take part in a trial coaching session, held virtually with a coach.
- This will take place over Zoom or phone. If you require adjustments, just let us know.

- At this session we'll also be keen to find out more about you, why you're excited about this and the opportunity, and any questions you have about the role or SSE.

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/>