



Recruitment information pack

Entrepreneurship Administrator

1 x Permanent

1 x 5-month FTC

December 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.

Purpose

To provide a high standard of administrative support to help meet the operational requirements of SSE programmes and grants programmes, across the Entrepreneurial support and delivery teams in response to business demands. You will also provide excellent customer services to our students and fellows. The role will work flexibly across programmes and across geographical locations and will follow the flow of work. This project is funded by the UK Government through the UK Community Renewal Fund.

Key Responsibilities

1. Supporting student recruitment and registration including checking applications, preparing paperwork for student shortlisting, interviews and selection panels, coordinating feedback to applicants, and circulating registration documents.
2. Administering student grant offers, checking bank records, DBS checks, and liaising with the finance and grants team to make sure payments are made promptly and accurately.
3. Ensuring all student and SSE Fellows information is logged correctly in Salesforce and that records are kept-up to date (e.g. contact details, attendance records). This may involve data entry and data cleansing as SSE transitions from an existing Salesforce system to a new Salesforce system.
4. Supporting programme and course planning including scheduling interviews, course dates, mentor matching evenings, action learning sets, selection panels etc.
5. Supporting programme logistics including venue bookings, setting up training rooms, booking lunches, confirming speaker bookings etc.
6. Circulating pre-course and programme information and reminders to students (e.g. programme plan, timetable, speaker details, location map, course date reminders).
7. Processing student travel and expense claims.
8. Building and maintaining positive relationships with students and SSE fellows attending courses and programmes, fielding enquiries as necessary and providing excellent customer service.
9. Carry out other tasks that are within the scope, spirit and purpose of the role.

Key Relationships

The Entrepreneurship Administrator will report to an Entrepreneurship Support Lead and will also work closely with the Team coordinator. This post will work closely with the other Entrepreneurship Administrators, Support leads and Delivery leads, the Grants Management Team, 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
- Customer service skills
- 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
- Highly organised and reliable, able to prioritise a varied and fast paced workload and deliver to deadlines
- Proficient in Word, PowerPoint, Excel

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)

Values and Approach

We want to work with (and continue to develop) individuals who can embody and demonstrate the following values and approach to their work

Values	Approach
Collaborative We achieve more when we work as a supportive team and partner with others. We have fun together. We ask others for help so we can find solutions.	Service Friendly, with a positive attitude; with an understanding that we are in service to our social entrepreneurs and fellows and are committed to providing the best possible experience at SSE.
Trusting We believe in each other. We rely on open, authentic relationships. We do what we say we're going to do. We take ownership and responsibility for our actions.	Commercial You will take the time to understand how our income model works and our place in the sector. You will know what our core offer is, why we do what we do, in the way that we do. You understand that everyone is an advocate for new business and can help demonstrate efficiency and commercial awareness.

<p>Inclusive We want people to feel safe in being themselves, to maintain wellbeing and to bring their unique strengths and voices to the table. We over-represent the under-represented. We honour lived experience.</p>	<p>Agile and flexible Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.</p>
<p>Entrepreneurial We innovate with purpose to create value and deliver results. We are bold and ambitious in our thinking, creative and resourceful in our action. We are committed to impact.</p>	<p>Can do Solutions focussed, resourceful and adaptable. You will think creatively about how situations may evolve and how solutions to challenges can be overcome.</p>
<p>Always Learning We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.</p>	<p>Passionate Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.</p>

Key details

Salary: £20,000 (pro-rata) + 5% pension

Hours: 35 hours per week. Typical working hours 9am-5am or 10am-6pm.

Annual leave: 25 days pro-rata

Contract type: Two posts are available - one permanent and one 5-month fixed term contract (1st February - 30th June 2022)

Location: Flexible (SSE has office space in London and Cornwall but this role can be home-based)

Flexibility: Occasional evening / weekend work and travel may be needed

To apply

To apply please send your CV and a covering letter (each 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. Why would you be an excellent Entrepreneurship Administrator for SSE?

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

Please send your application to recruitment@sse.org.uk by 9am on **Monday 10th January 2022** and title your email 'Entrepreneurship Administrator - Permanent Role' or 'Entrepreneurship Administrator - Fixed Term Contract Role'.

Interviews will be held **during the week commencing 17th January 2022 and week commencing 24th January 2022**. Depending on the outcomes of the first round, we may hold a second round.

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 at <https://ecv.microsoft.com/EpslyNJat1>

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/>