



Recruitment information pack

Fellowship Manager

February 2022

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.

Firstly, our commitment to inclusion

Diversity is a fact of life. Inclusion is a choice and a practice - for organisations and individuals. At the School for Social Entrepreneurs, 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: being from black, Asian and minority ethnic (BAME) backgrounds; LGBTQ+; and those with disabilities.

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or documents linked to below, please contact recruitment@sse.org.uk

About the role

In 2019, The School for Social Entrepreneurs (SSE) launched an ambitious programme which aims to support its alumni (Fellows) to become a movement for change. SSE plans to help and inspire SSE Fellows to develop as leaders, manage and build more effective social enterprises, create new business opportunities, gain more funding, access new and diverse networks and work together to make a greater difference. The catalyst for the Fellows programme has been a small group of SSE Social Partners, individuals with extensive business experience, who are donating both time and money to support the Fellows.

With support from Social Partners, SSE has offered Fellows an initial programme comprising networking events, grant funding and coaching and mentoring.

Whilst there are plans to grow the group to around 20 Social Partners, if SSE is to succeed in its ambition to enable a movement for change within the Fellows community, the programme needs to be scaled substantially. In particular, there needs to be more opportunities for meaningful interaction between Fellows in addition to interaction between Fellows, SSE and Social Partners.

Purpose

The purpose of this role will be to lead on developing, promoting, and managing our Fellows network through a range of events and activities that meet the needs of our Fellowship community. You will lead on the engagement of SSE Fellows, and delivery of activities to support them.

We are in the process of designing and developing a Fellows (Alumni) Online Community, our ambitions for this project are high and over the last 9 months, we have undertaken significant consultation with stakeholders including our Fellows from across our UK network. We are now in a position to take this initiative forward and so are seeking someone with a high level of verbal and written communication skills along with content creation and digital skills to help us bring this concept to fruition.

The role will have three functions:

- Manage the Fellows Future Fund
- Manage regular Fellowship Events
- Develop the SSE online Fellows Community

You will do this through the planning and execution of regular Fellows events and working closely with Social Partners to successfully deliver our quarterly Fellows Future Funding round. You will help us develop a strong communication network, working across multiple communication channels including email, social media and the SSE website. You will do this by providing interesting and relevant content, working across teams to promote a range of events and activities that meet the needs of SSE's growing digital Fellows' community.

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

Job description

Key responsibilities

- Lead on the engagement of SSE Fellows, development of the Fellows community and delivery of activities to support them
- Work with the comms team to develop and roll out a re-engagement campaign for past Fellows, via the SSE newsletter, website, blogs and social media channels
- Support the collation of short- and long-term needs and feedback from students, Fellows and colleagues across the organisation to enable the design and delivery of support offerings that meet the needs of the growing Fellows community.
- Promote and encourage SSE Fellows to take up the opportunities including workshops, courses, events, mentoring, grants and Action Learning Sets.
- Work with colleagues in the Programmes and Learning team and the Development Manager responsible for Social Partners, to develop, manage and market a programme of activities for Fellows.
- Support teams across the SSE network to develop, manage and market a programme of networking and learning events for Fellows in their regions.
- Identify opportunities to broker discounts, memberships, priority access and other benefits of value to SSE Fellows from partner organisations
- Attending quarterly social partner meetings

Events

- Co-design deliver and Manage Fellowship events
- Liaising with Social Partners & Fellows
- Delivery quarterly events and regular sector specific, themed events e.g., Environmental or Social Justice

Fellows Future Fund

- Promote and manage applications to the Fellow's Future Fund grant fund, a fund pot available to SSE Fellows
- Design and deliver effective fund recruitment campaigns through existing networks and
- Coordination and management of social partners and fellows
- Working with social partners to evolve the structure of the fund

Fellows Platform

- Content creation - develop high quality, engaging, relevant, and timely online content for the Fellows Online Platform.

- Develop and implement a strategy to grow the number of Fellows using the Online Platform, including a reengagement strategy for Fellows for whom we may have no current contact with.
- Moderation of the Fellows Online Platform, ensuring a safe and welcoming place for all.
- Customer service - acting as SSE's main point of contact on the Fellows Online Platform.
- Identify partnership opportunities with organisations that could provide potential offers / services to our Fellows.
- Creating new Facebook and LinkedIn platforms and / or building on existing
- To carry out at all times responsibilities with due regard to the Data Protection Act and current SSE Data protection Policy.

Developing and growing our Fellows offer, aligning with our new organisational strategy and embedding it within the organisation, bringing fresh ideas and opportunities to ensure it remains relevant and fit for purpose.

General Responsibilities

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.

Key relationships

The role will sit within the Development and External Affairs Team and report to the Head of Sales & Project Development. You will work closely with the Director of Development and External Affairs and Business Development and Relationship Managers, Head of Communications, Regional Directors and wider DEAT team. Importantly, you will develop and maintain strong relationships with our Social Partners, supporting them to grow and develop the SSE Fellowship network.

Person specification

Skills & Experience

- Experience of event management
- Experience of managing and executing funding rounds
- Strong understanding of social media channels including Facebook and LinkedIn
- Experience managing a digital community
- Understanding of the social enterprise sector
- Outstanding written and verbal communication skills
- Budget management skills

Personal Attributes

- Solution focussed, entrepreneurial, resourceful and adaptable.

- Commercially minded with an ability to spot an opportunity, negotiate, and close deals
- Friendly and professional.
- Highly organised, able to prioritise a varied and fast paced workload and deliver to deadlines
- A self-starter, able to work autonomously and to make decisions.
- A team player committed to working collaboratively to achieve results
- A desire to deliver outstanding customer service
- Committed to addressing inequalities and social exclusion, with a clear interest in social enterprise.

Values and Mindset

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

Values	Mindset
<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>Commercial You 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>
<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. Will always think 'how might we achieve this.'</p>
<p>Always Learning</p>	<p>Passionate</p>

We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.

Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.

Key details

Salary: £30,861 to £32,740 (subject to skills & experience) + 5% pension

Reporting to: Head Sales & Product Development

Hours: 35 hours per week

Annual leave: 25 days pro-rata

Contract: 12 months fixed term with the possibility of extension

Flexibility: Occasional evening / weekend work and travel within the UK may be required.

Location: UK based - SSE adopts a hybrid working approach allowing flexibility to work from home however, there will be a requirement to spend time in regional or national office as required.

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 complete your application [here](#), answering the following questions:

- 1. What attracted you to apply for this role?**
- 2. What do you think makes you an excellent candidate for the Fellowship Manager role within SSE? Please refer to relevant skills and experiences.**

Please use no more than 400 words in total to answer each of the questions.

Deadline: 9am on 23rd February 2022

If you have any questions, or require reasonable adjustments, please email recruitment@sse.org.uk and title your email 'Fellowship Manager Application'.

Interviews will be held on 3rd and 4th March 2022. Second interviews are expected to be held during week commencing 7th March 2022.

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. 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**