



# Recruitment information pack

## **Head of Development**

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](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.

SSE has recently undertaken a period of transition, the merger of five regional schools into the organisation, and the development of our new ambitious organisational strategy. We have become a broad team with a plethora of skills, knowledge and experience that will ultimately help grow and further establish SSE as leaders of systemic change.

The Development team have a key role to play in the execution of the strategy and to do this, we need to develop a culture of entrepreneurialism, commerciality, and specialisms. We aspire to become more agile and responsive, working across teams to create an exciting working environment, underpinning our major funding partnerships and business innovations with innovative and ground-breaking development opportunities, mirroring the entrepreneurial approach of our students and fellows.

## **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](mailto:recruitment@sse.org.uk)

# About the role

## **Purpose**

The purpose of the role is to Head up an exceptional Business Development and Relationship Team to ensure the effective execution of SSE strategy and to bring entrepreneurial flair and a 'can do' approach boldly developing our external positioning, income streams, and business partnerships to help achieve our impact goals.

We are seeking someone with exceptional leadership skills, with a passion for developing people, creating strong and meaningful relationships both internally and externally to the organisation. You will be a collaborator with high emotional intelligence. You will be comfortable working across several workstreams, willing to get up to speed quickly and manage a busy workload where necessary. You will have outstanding written, and numerical skills, able to write compelling bids and accurate budgets. You will be an energised and positive team player who is able to engage and collaborate with others, working to specific goals to 'get things done', as well as to design and deliver initiatives which bring long-term benefits.

Working within the frame of our new organisational strategy, you will be able to direct team members and proactively develop new strategic partnerships to respond to the needs of social entrepreneurs; building collaboration opportunities across the social enterprise sector to cement our position as market leader; growing our funded programmes and partnerships to achieve impact in specific communities or thematic areas; recognising and harnessing the business value of SSE's Fellows community, supporting innovation to support our impact and sustainability goals; and aligning our marketing and communications activity to help drive the achievement of our strategic objectives.

As a member of the Development and External Affairs team you will contribute and lead team meetings, engage regularly with the sales and product development and marketing and communications teams to ensure our messaging is aligned and that we continue to support and collaborate with social entrepreneurs, community businesses, and social sector leaders.

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**

#### **Income Generation and Business Development**

1. Manage a team of Business Development and Relationship Manager
2. Work within our organisational strategy and operational plan
3. Work as part of a highly skilled entrepreneurial and agile team
4. Bring a 'can do' solution driven approach to the role
5. Contribute to the development of SSE as an organisation that is constantly seeking ways to learn, develop and improve its performance.
6. You will have a strong track record of building, meaningful and authentic relationships across internal teams
7. Build and maintain close relationships with colleagues across SSE teams, including our hosted schools (SSE Northwest & SSE Hampshire) alerting them to potential income generation opportunities and working collaboratively on fundraising initiatives.
8. Support the Director of Development & External Affairs and the Regional Directors managing ongoing relationships with our two existing international schools and support the development of our international teams, aligned with the strategy
9. Work proactively to build relationships which have the potential to lead to new business opportunities, identifying areas for mutual, and strategic benefit
10. Secure new and repeat business across all programmes

11. Support and leading the team to pivot to theme and place
12. Work with the director of DEAT to develop and implement a business development plan that reflects SSEs strategic plan and focus
13. Develop new projects, or taking existing products to new markets, to help diversify SSE's income and contribute to longer term sustainability
14. Attend sector events and meetings to raise awareness of SSE's work, build networks, and remain informed about trends and opportunities in the sector.
15. Connect with students, Fellows and others eligible for our support to build market intelligence and to ensure SSE's activity remains relevant and responsive to their needs.
16. Identify and capitalise on opportunities to work in partnership with other # organisations to amplify our work and impact, ensuring that the voices of students and Fellows are coordinated through our marketing and communications work.
17. An ability to work with agility in negotiations with external stakeholders
18. Attend stakeholder meetings as required

### **Writing and Budgeting skills**

19. Exceptional writing skills, developing compelling bids and project proposals to generate new business or renewals aligned to SSE's strategic objectives
20. You will have exceptional numerical skills, with an ability to work across budgets and create budgets for a variety of funders and investors
21. Contribute to the generation of agreed income targets for the development team
22. Update the relevant database systems to track progress.
23. Regular liaison with SSE Central's Finance team, as required, to ensure all expected income has been received and that expenditure is on track.

### **General Responsibilities**

24. Build a good knowledge base of Students and Fellows across the SSE network
25. An ability to take the lead and chair team meetings as required

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 postholder will be managed by the Director of Development External Affairs and will work closely with the Head of Sales and Product Development, Head of Communications, Head of Entrepreneurial Delivery, Head of Entrepreneurial Support, Financial Controller and the Head of Technology and Digital.

In addition, you will work closely with Regional Directors, and team members based in Cornwall, London, Midlands, Scotland, Yorkshire and Northeast & Dartington as well as with our partner teams based in Hampshire, Northwest, Canada, India

## **Person specification**

### **Skills & Experience**

- Proven track record of managing a multi-disciplinary team and a willingness and ability to work creatively and developmentally with colleagues
- Flair for liaising and building authentic relationships
- An ability to identify, research and create new opportunities
- Strong relationship management and verbal and written communication skills, with the ability to relate to people at all levels
- Ability to produce a range of high quality written and numeric material for both external funders and internal audiences (e.g. proposals, budgets, presentations)
- Previous experience of preparing persuasive propositions, proposals and bid-writing
- Demonstratable experience of successful fundraising / income generation through a variety of sources, including commercial activities
- Organisational and project management skills, with experience of prioritising a number of concurrent projects and delivering to deadlines
- Ability to deliver against a tight deadline
- Excellent financial management and budget development
- An ability to work efficiently and with agility
- Excellent attention to detail
- An ability to deliver to external stakeholders on time and on budget
- Excellent negotiation skills
- An aptitude for working with external stakeholders to deliver a positive outcome in a timely manor
- Computer/IT proficiency

## Personal Attributes

- Highly personable with a passion for social entrepreneurship
- A ‘can do’ approach to working life
- An entrepreneurial approach to all aspects of the role
- Friendly, positive and professional
- Resourceful and adaptable
- A great team player with the ability to think and work independently
- Highly organised and reliable, able to prioritise a varied and fast paced workload and deliver to deadlines
- Flexible, capable of responding positively to new challenges
- Solutions focused, will adopt a problem-solving approach to achieve results
- A team player committed to working collaboratively to achieve results
- Committed to addressing inequalities and social exclusion, with a clear interest in social enterprise
- A firm believer in, a bias towards, the value of empowerment as a tool for social change
- A genuine desire to support SSE and take a part in all we aspire to achieve
- Commitment to ongoing learning and personal development

## 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><b>Collaborative</b> 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><b>Service</b> 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><b>Trusting</b> 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><b>Commercial</b> 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><b>Inclusive</b> 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><b>Agile and flexible</b> Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.</p>
<p><b>Entrepreneurial</b></p>	<p><b>Can do</b></p>

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.	Solutions focussed, resourceful and adaptable. Will always think ‘how might we achieve this.’
<b>Always Learning</b> We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.	<b>Passionate</b> Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.

## Key details

**Starting salary:** £39,067 to £42,689 (depending on skills and experience) + 5% pension

**Hours:** 35 hours per week

We would be willing to consider a part-time role for the right candidate.

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

**Contract:** Permanent

**Flexibility:** Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network

**Location:** Flexible, UK based

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



**Head of Development 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 24<sup>th</sup> February 2022**

If you have any questions, or require reasonable adjustments, please email [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) and title your email 'Head of Development Application'.

First interviews will be held on **3<sup>rd</sup> March 2022**. Second interviews are expected to be held during week commencing 7<sup>th</sup> 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](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**