



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK
SSE in Cornwall
Community Led Local Development
(CLLD)

Entrepreneurship Facilitator
(part of the Recruitment Team)

March 2022

Welcome

Thank you for your interest in applying for the role of Community Led Local Development (CLLD) Entrepreneurship Facilitator 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 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.

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.

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

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social entrepreneurs. 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

To see maps of these areas, visit <https://communityledcornwall.co.uk/local-action-groups/>

The SSE Community Led Local Development programme, known as Springboard has been running since December 2019 and covers all of the LAG areas above. The aim of Springboard 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. Find out more about Springboard [here](#). In the words of Honey, a recent Springboard participant “SSE has helped me to develop lots more confidence. Doing the Springboard programme has changed my life completely”.

We have a team of over 10 people running the Springboard programme broken down into a recruitment team, delivery team and support team. We are looking to recruit an Entrepreneurship Facilitator into the recruitment team after a colleague was headhunted for another role.

About You

You will enjoy meeting new people and building relationships in local communities. You will be confident approaching groups and referral agencies and sharing the support on offer. You will be persistent and creative in how you build links in communities to ensure we reach our recruitment targets. Ideally you will have experience of successful recruiting individuals onto programmes in the past and have strong contacts and networks across the Coast to Coast and West Cornwall area of Cornwall.

You will have a good eye for detail and enjoy working with people on a one to one basis to understand their needs and complete their paperwork to sign them up to the programme. You will be well organised and be an excellent team player. You will have a passion to support individuals to turn a seed of an idea into an enterprise with a difference.

JOB DESCRIPTION

Job: Entrepreneurship Facilitator (part of the Recruitment Team)

Reports to: Entrepreneurship Facilitator

Salary: £23,558 to £26,515 + 5% pension (pro rata)

Hours: 28 hrs per week (4 days a week based on a 7-hour working day).

Contract: Fixed term until 31st December 2022 (3-month probationary period)

Location: This role will involve promoting the Springboard programme across the Coast to Coast and West Cornwall area, so a lot of your time will be spent going out into communities. Aside from that you will be home based, using our office in Truro or a hot desk location we've secured across that area. A vehicle and driving license are essential for this role.

Flexibility: There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation. This may involve occasional evening and weekend work or travel within the UK.

Role Purpose:

Working closely with other Entrepreneurship Facilitators you will take a pivotal role in building strong relationships across the Coast to Coast and West Cornwall area to find and recruit participants onto the Springboard programme.

Main Tasks

1. to gain a deep understanding of geographical core and functional areas for your region.
2. to work on the ground in your region, establishing strong relationships with individuals, groups, agencies and community hubs to find and recruit participants onto the programme
3. to work closely with partner agencies and SSE fellows to help raise awareness of the programme
4. to organise and plan recruitment activities in local communities, such as running ideas cafes, community networking, working with referral organisations and local community venues, postering and flyering
5. to capture great social media content from your recruitment activities for our marketing specialist to promote, alongside promoting the support on offer to key community groups through social media
6. to meet participants 1:1 face to face or online to understand their needs, complete eligibility paperwork and hand them over to the delivery team
7. to maintain accurate records, updating spreadsheets and programme management systems to ensure we are tracking progress effectively

8. to work collaboratively with colleagues in the recruitment team to ensure we reach our targets
9. to work with the wider SSE Cornwall core team; entrepreneurship Delivery Lead, Entrepreneurship Facilitators, Finance Manager and Entrepreneurship Administration to ensure we delivery quality support to individuals
10. to attend team updates and work with the wider SSE UK teams
11. to manage and track any spend allocated to you for recruitment activities, adhering to strict procurement guidelines
12. attend regular programme operational meetings
13. work within SSE Quality Assurance system

General responsibilities

14. Maintain regular and effective communication with SSE colleagues
15. Attend and actively participate in regular team meetings
16. Participate in regular one to ones with line manager as part of your ongoing personal development and training.
17. Carry out other tasks that are within the scope, spirit and purpose of the job.
18. To carry out at all times, responsibilities with due regard to the Data Protection Act and current Data Protection Policy.
19. To carry out, at all times, his/her responsibilities with due regard to the Company's Equal Opportunities Policy
20. To work at all times within the code of the Health & Safety At Work Act 1974 and related legislation.

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.

Good communication and organisation skills as well as self-motivation and self-confidence and a 'can-do' approach will remain essential qualities to fulfil this role.

Key relationships:

You will work very closely with the Entrepreneurship Delivery Lead, Entrepreneurship Facilitators, Finance Manager, Marketing Specialist and Entrepreneurship Administration

SSE Cornwall designs, develops and delivers a range of programmes supporting social entrepreneurs to thrive. This would not have been possible without the support of our partners and so therefore, our relationships with internal and external partners is extremely

important to us, we work collaboratively with them on both a strategic and operational with great respect at all times.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Experience of recruiting people onto a programme of support</p> <p>Experience of working in communities to raise awareness of free support on offer</p> <p>Experience of using systems and procedures to record and report progress</p> <p>Experience of working as part of a team to achieve outcomes</p> <p>Experience of working with colleagues and supporting individuals online</p> <p>Experience of using social media to promote a programme</p>	<p>Experience of working on ERDF projects</p> <p>Experience of working in harder to reach or rural communities</p> <p>Experience of social enterprise / entrepreneurship</p> <p>Experience of supporting people to develop their ideas or businesses</p>	Application Form / Interview
<u>Education & Training</u>	A demonstrable track record of effective networking and recruitment	Educated to Degree level Full Professional Qualification	Application Form / Interview
<u>Special Knowledge & Skills</u>	<p>A good understanding of Social Enterprise / Entrepreneurship</p> <p>An ability to communicate effectively with a diverse range of individuals</p>	<p>Knowledge & understanding of the needs of individuals in Cornwall</p> <p>An understanding of the key agencies and</p>	Application Form

	<p>Strong computer literacy, including use of social media</p> <p>Excellent organisational skills</p> <p>Good self-presentation and listening skills.</p> <p>Good eye for detail</p>	community hubs working in Cornwall	
<u>Any Additional Factors</u>	<p>An enthusiasm and ability to learn quickly about a range of subjects relevant to SSE.</p> <p>A belief that individuals are crucial catalysts in creating social change and that systematic learning and support represent valuable ways of increasing their effectiveness.</p> <p>Commitment to on-going personal development and training.</p> <p>Maturity, adaptability and confidence.</p> <p>Access to own vehicle</p> <p>Willingness to work flexible hours on occasions</p> <p>Willingness to make a difference</p>	An understanding of the process for ensuring and monitoring quality	Application Form / Interview

To Apply

To apply please email your CV with two referees and a covering letter answering the following questions:

1. What excites you about the prospect of working for the School for Social Entrepreneurs? (max 200 words)
2. What would make you an excellent Entrepreneurship Facilitator (Recruitment Team) as part of the Cornwall team? (max 300 words)
3. What would your earliest start date be?

Please ensure you keep within the word count.

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 ensuring your subheading is: **Entrepreneurship Facilitator**

Application deadline: 9am on Monday 4th April. (shortlisted candidates will be informed by the morning of 5th April)

Interviews will be held: Thursday 7th April in Truro

If you want to discuss this role please call Mike Partridge, Entrepreneurship Delivery Lead on 07894 707991.