



Recruitment information pack ENTREPRENEURSHIP FACILITATOR (South-West)

March 2022



Welcome

Thank you for your interest in applying to the School for 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 Entrepreneurs

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for 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 other 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 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.

The Programme

The School for Entrepreneurs will be delivering an exciting new programme in Devon. This 15-month programme will run until the end of March 2023 and will consist of a range of consecutive programmes, plus exciting events for all participants. Supporting start up entrepreneurs in Devon, we will help create new businesses, including new social enterprises that are viable and sustainable.

Role Purpose

Working closely with the Entrepreneurship Delivery Lead, other Entrepreneurship Facilitators, Entrepreneurship Support Leads, Administrators, and freelance business coaches and experts, you will take a pivotal role in building strong relationships across the Devon community that you deliver within to find and recruit the best changemakers onto our programme. You will also design and deliver high quality learning programmes and support for start-up entrepreneurs enabling them to set up organisations that provide livelihoods and have social benefit and contribute to their personal development as leaders of change.

Key Responsibilities

Find and recruit the UK's most promising entrepreneurs

1. Build relationships with local and grassroots community partners working with entrepreneurial talent and undertake outreach to ensure SSE is fulfilling its mission in yielding diverse pools of talented applicants.
2. Design and deliver innovative candidate assessment activities that bring out the best in the talent that applies for SSE's programmes, successfully identifies and tests promising entrepreneurial talent that could best benefit from SSE's programmes and minimises unconscious bias that may disadvantage minoritised applicants.
3. Work with the Impact Lead and Entrepreneur Support Leads to review application data, and develop plans for turbocharging the quality and diversity of future candidate application pools for SSE's programmes

Design and deliver SSE's innovative support for entrepreneurs

4. Work with Entrepreneurship Delivery Leads and fellow Entrepreneurship Facilitators to design and deliver programmes that support SSE's entrepreneurs and their ventures to build their capacities for social impact generation and commercial success. These programmes should be shaped by SSE's blended learning framework, organizational strategy, funder requirements and the needs of our entrepreneurs.
5. Deliver 1-2-1 sessions, such as entrepreneurial diagnostics and enterprise coaching sessions, to support our entrepreneurs to develop commercial and impact goals and provide 'critical friend' accountability as they work towards them. 1-2-1 sessions should include pastoral and wellbeing support in line with SSE's Health and Wellbeing Strategy, where appropriate.
6. Deliver group sessions for cohorts of entrepreneurs, for them to grow their capacity for impact and commerce by drawing on the insights of their peers, and 'learning by doing' rather than 'learning by viewing'. Session themes

would include financial management, business modelling, impact measurement, marketing, team development.

7. Support the planning and delivery of events for SSE's entrepreneurs, including sessions for graduates of SSE's programmes (SSE Fellows).
8. Working with the colleagues across the Entrepreneurship Directorate, contribute to the development of robust monitoring and evaluation systems for SSE's programmes, and use impact data to improve the effectiveness of the support provided to entrepreneurs

Build yours and SSE's changemaking know-how, regionally & globally

9. Build internal knowledge and expertise around the impact areas in SSE's Theory of Change (connecting people, addressing unemployment, reducing emissions, improving health, and tackling poverty) and the global best practice approaches to tackling these in order to support SSE's entrepreneurs to innovate
10. Contribute to SSE's bank of entrepreneurship support resources, including activity plans and session plans, which are shared across SSE's family of Entrepreneurship Facilitators for the benefit of entrepreneurs across the UK and internationally.

Forge relationships to support SSE's entrepreneurs to thrive

11. Consistent with SSE place-based approach, embed yourself into the fabric of the social impact community across Devon. Use the connections you make to create new opportunities for our entrepreneurs to turbocharge their impact or commercial success, and to bolster the reputation of SSE across the region.
12. Support the development of the pool of impact and enterprise speakers and experts who contribute to SSE's programmes

General responsibilities

13. Participate in regular one to ones with line manager as part of your ongoing personal development and training.
14. Participate in collaboration meetings and calls across the Entrepreneurship Directorate and across the organisation to support your own development, and the success of projects and programmes across the organisation
15. Carry out other tasks that are within the scope, spirit and purpose of the job.

Person specification

We're looking for someone who can demonstrate the experience of all the below in their career and/or via projects outside of their day-job:

Leadership and social enterprise development

- You have a track record of supporting leaders and/or their ventures to thrive through designing and delivering interventions such as coaching sessions and group workshops.
- You believe in the power of social enterprise to improve communities, systems and people's respective qualities of life.
- You have an understanding of the challenges facing social enterprises (e.g. access to finance, impact measurement, team development, business model canvassing).
- You enjoy working with people and supporting them build on their strengths and overcome barriers to their goals

Business acumen

- You're commercially aware and savvy when it comes to financial planning and being conscious of the organizational bank balance.
- You're familiar with different (social) enterprise business models - including SSE - and how money flows in the social impact sector.
- You're innovatively resourceful and have a knack for making a little go a long way.
- You're comfortable with lightly crunching figures in Excel and know your way around a budget spreadsheet.
- You might have run a business venture or social enterprise yourself.

Results and solution-focused

- In and amongst and hustle and bustle of the working day, you don't lose sight of your fundamental goal and have your eyes on the prize.
- You use data and evidence to inform the approach you use to achieving your goals and aren't afraid to change course when the data demands this.
- You recognise that, at SSE, our fundamental goal is to support social entrepreneurs to catalyze the change that their communities need and deserve.
- In the face of unexpected barriers to your goals, you're agile and flexible in your pursuit of a solution and enjoy collaborating with other to problem-solve.

Local knowledge and contacts

- You will be living in the area in which you deliver, or you will be prepared to travel to this area when you need to undertake in-person delivery days
- In keeping with our strategy, you will bring expertise of working collaboratively with individuals and communities within your region and will harness these insights and knowledge to help embed social entrepreneurs and changemakers in the local eco system.

Organised

- You're comfortable with using systems to collaborate with colleagues and other stakeholders, and to organize your work
- You're willing to learn how to use systems and software within SSE (e.g. Salesforce) that we use to manage our programmes for entrepreneurs
- You are comfortable and /or willing to learn new tools for hybrid working and blended learning

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.
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.	Agile and flexible Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.
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.	Can do Solutions focussed, resourceful and adaptable. You will think creatively about how situations may evolve and how solutions to challenges can be overcome.
Always Learning We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.	Passionate Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.

Key details

Salary: £25,514 pro rata + 5% pension.

Hours: 0.6 FTE (21 hours per week), typical office hours 9am-5am or 10am-6pm.

Annual leave: 25 days pro-rata

Contract type: Fixed Term from 1st March 2022 until 31 March 2023

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

Location: Across Devon. A mixture of online and in person delivery is planned.

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 Entrepreneurship Facilitator 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: 11:59pm on 25th March 2022

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

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/>