

# Entrepreneurship Facilitator Recruitment Pack

June 2022



BLACKBURN  
HOUSE

# SSE North West Entrepreneurship Facilitator Job Description

## Welcome

Thank you for your interest in applying for the role of Entrepreneurship Facilitator at the School for Social Entrepreneurs (SSE) North West.

We have put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website [www.the-sse.org](http://www.the-sse.org) for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

## The School for Social Entrepreneurs



SSE was founded in 1997 by Michael Young. Our mission is to address inequalities and social exclusion by supporting social entrepreneurs from all backgrounds to transform their talent into real social outcomes. We run practical learning programmes and workshops aimed at helping develop both the individual social entrepreneur and their organisation. Our approach and belief is that social change is people-powered and that the most valuable assets and resources we have are human ones.

Our global network extends across the UK, Canada and India.

## **SSE North West**

This role will be based within the North West School, SSE North West, which is part of the award winning Blackburne House Group. As such you will be directly employed by Blackburne House and not the School for Social Entrepreneurs. As part of the SSE NW team, you will be at the frontline of facilitating our social enterprise and community business learning programmes and workshops.

The School for Social Entrepreneurs worked in partnership with the Blackburne House Group to bring SSE to the North West in 2007. Since then SSE North West has gone on to deliver a range of innovative social enterprise programmes across the region with funding from partners such as Lloyds Bank, PWC, the Arts Council and local authorities including Liverpool and Wigan. Our North West School is experienced in delivering high impact place based programmes, applying national learnings in a local context to deliver local impact.

We run courses that support people to explore, start, strengthen, scale and replicate social enterprises, charities, community businesses and social organisations. Our programmes provide learning, flexible funding, mentoring and access to local, national and international networks, mobilising the experience of people from all backgrounds and supporting them to create sustainable change and social mobility for people and places.

We work hard to ensure all our activities are of a high quality and work supportively with colleagues in our international franchise to share good practice and ideas.

SSE is a vibrant organisation; we work entrepreneurially and are hugely committed to providing quality learning opportunities for social entrepreneurs. 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 Blackburne House Group**

Blackburne House Group is a training led organisation, which delivers high quality training and education services. It is based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre. Attracting thousands of visitors each year, facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery.

From the beginning, Blackburne House Group has successfully established a number of highly acclaimed and flourishing social enterprises which continue to support its educational aims and provide tangible examples of how new markets can be used to serve local communities.

## **About You**

You will have great people skills and be an excellent team player. You will have excellent business acumen skills and have a passion to make a real difference, both to the lives and individuals and to the local community.

We are looking for someone who has excellent facilitation and training skills and experience of coaching, planning and delivering learning and /or training programmes. Ideally you will also have an understanding, and perhaps experience of, setting up and leading new projects and organisations. You may even be a Fellow of SSE with first hand experience of our approach.

You will understand alternative learning models and share SSE's fundamental value of learning by doing. You will be able to form relationships quickly and work with openness and integrity. Being part of a learning organisation means that you will bring new ideas to the table to support with programme recruitment, planning and delivery.

You'll be a creative and engaging facilitator /trainer who has experience of engaging with people, building confidence and capacity and encouraging them to explore new opportunities. Above all, you'll be passionate about social entrepreneurship and helping people to grow and develop.

# Job Description

<b>Post:</b>	Entrepreneurship Facilitator
<b>Salary:</b>	£26,000, fixed term 12 months
<b>Responsible to:</b>	Director of Digital & Entrepreneurship (who leads SSE North West)
<b>Responsible for:</b>	Delivering an exciting range of social enterprise support programmes across the North West.
<b>Probationary Period:</b>	2 months
<b>Flexibility:</b>	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 weekend work or travel across the North West.

## Role Purpose

Working closely with the Head of SSE North West and the SSE Entrepreneurship Delivery Team which includes other Entrepreneurship Facilitators from across the UK, you will take a pivotal role in building strong relationships across communities that you deliver within to find and recruit the best change makers onto our programmes. You will also design and deliver high quality learning and training programmes and support for both potential and existing social entrepreneurs. You will empower and enable them to develop organisations that have social benefit whilst also contributing to their personal development as leaders of change.

## Key Responsibilities

### **Find and recruit the UK's most promising social entrepreneurs**

1. Build relationships with local and grassroots community partners working with social 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 apply for SSE's programmes. You will successfully identify and test promising entrepreneurial talent that could best benefit from SSE's programmes and minimise unconscious bias that may disadvantage minoritised applicants.
3. Work with the Head of SSE North West and Impact Lead and Entrepreneur Support Leads to review application data, and develop plans for turbo charging the quality and diversity of future candidate application pools for SSE's programmes

### **Design and deliver SSE's innovative support for social entrepreneurs**

4. Work with Head of SSE North West, Delivery Leads and fellow Entrepreneurship Facilitators to design and deliver programmes that support SSE's social 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 social entrepreneurs.

5. Deliver 1-2-1 sessions, such as entrepreneurial diagnostics and enterprise coaching sessions, to support our social 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 social 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 social entrepreneurs, including sessions for graduates of SSE's programmes (SSE Fellows).
8. Working with the colleagues across Blackburne House and the SSE 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 social entrepreneurs

## **Build yours and SSE's change making 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 social 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 social entrepreneurs across the UK and internationally.

## **Forge relationships to support SSE's social entrepreneurs to thrive**

11. Consistent with SSE place-based approach, embed yourself into the fabric of the social impact community across the North West. Use the connections you make to create new opportunities for our social 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 organisational 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.
- 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 recognize 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 others 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 social entrepreneurs
  - You are comfortable and /or willing to learn new tools for hybrid working and blended learning
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# 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
<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.	<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.
<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.	<b>Commercial</b> 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.
<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.	<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.
<b>Entrepreneurial</b> 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.	<b>Can do</b> Solutions focussed, resourceful and adaptable. You will think creatively about how situations may evolve and how solutions to challenges can be overcome.
<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.

# **To apply**

To apply please provide a copy of your CV and a covering letter which answers 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 per answer. Deadline: 5pm 29<sup>th</sup> June 2022

If you have any questions, or require reasonable adjustments, please email [lisamairah@blackburnehouse.co.uk](mailto:lisamairah@blackburnehouse.co.uk) and title your email 'Entrepreneurship Facilitator Application'.

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but unfortunately we do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process. We are 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.