



# Recruitment information pack

## **Director of Strategic Projects**

September 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.

### **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)

# Benefits of working at SSE



## Key benefits:

- 25 days' annual leave (pro-rata) + UK bank holidays
- 5% employer contribution to your pension



## Learning & development:

- Annual training budget of £750 (pro rata)
- Attend SSE courses & learning sessions for free
- Monthly 'Lunch & Learn' sessions
- Group learning opportunities (e.g. productivity training, learning about inclusion)
- Annual development plans to set personal and professional goals



## Wellbeing & health:

- All staff have access to Mindful Employer Plus, a 24/7 confidential employee helpline
- Opportunities to train in First Aid and Mental Health First Aid
- Regular wellbeing initiatives hosted by our Wellbeing Committee
- Free eyecare vouchers



## Inclusion & connection:

- Certified Disability Confident Employer
- Committed to the EW Inclusive Cultures Pledge
- Our Diversity, Equity & Inclusion Plan 2021-24 commits us to creating an inclusive culture
- Regular online socials & weekly catch-ups
- Team away days twice a year



## Flexible working & travel:

- Flexible working is welcomed!
- Teams based around the UK (as well as in India & Canada)
- Cycle to work scheme
- Annual season ticket loan



## Get involved with the issues you care about:

We have a range of staff groups and committees that you might be interested in joining, including, Climate Action Working Group, Digital Champions, Diversity, Equity & Inclusion Group and the Wellbeing Committee.

# About the role

## Purpose

This year, SSE unveiled our strategy for 2022-25 to ignite the social economy. The third pillar of this strategy is to ‘harness our community and insights to influence policy and practice’. The purpose of the Director of Strategic Projects’ role is to own and drive a portfolio of existing and new projects that action this crucial pillar of our strategy. The first of these projects is to drive forward and develop our work on Match Trading® and enterprise grants with a focus on building the long-term success and sustainability of these initiatives.

Created by SSE, Match Trading® is grant-funding that pound-for-pound matches an increase in trading income. By rewarding sales growth, Match Trading (also known as Match Trade) incentivises social organisations to develop their trading base, so they can build stronger futures. Match Trading is a subset of a broader category of ‘enterprise grants’, which are grants that encourage and incentivise enterprise sustainability and resilience for social enterprises, trading charities and community businesses. SSE, together with Access - The Foundation for Social Investment and the Association of Charitable Foundations form the steering group for the Enterprise Grants Task Force.

Match Trading and enterprise grants could have exciting implications for social enterprise support policies and practice, and our work in these areas is already delivering organically on the third pillar of SSE’s strategy. As Director of Strategic Projects, you will drive this growth forward strategically with a view to ensuring the ongoing sustainability of the model.

You will succeed in the role if you have an entrepreneurial spirit and believe in building pathways to sustainable growth for social entrepreneurs trying to create social change, have a strategic, flexible mindset and are willing to work collaboratively as part of a fun yet focused team.

## Job description

As Director of Strategic Projects, you will act in a leadership role to the Strategic Projects department and provide a focus on driving forward the growth and sustainability of SSE’s flagship strategic projects, with a particular focus on external development. Your role will encompass SSE’s policy influencing opportunities, our Match Trading and enterprise grants models, as well as other key strategic projects where SSE has the potential to positively influence policy and practice. You will form a core part of the Senior Management Team at SSE, taking your lead from the CEO, -using your communication and collaboration abilities to work effectively with multiple colleagues and external stakeholders to

bring initiatives to life. You will initially line manage the Strategic Projects Manager and work to develop the team further. You will work to embed new approaches-into the relevant teams as they move from project to business-as-usual.

## Key responsibilities

The position will entail:

- Owning and driving forward work to develop and increase external adoption of SSE's key strategic work. Presently our key focus is on Enterprise Grants. You will focus on development, definition and sector-wide adoption of enterprise grant products and services including Match Trading developing sustainable business models including models that result in staggered autonomy from SSE if mutually beneficial. Working in collaboration with the CEO and senior leadership. In time other subsequent large strategic projects may be allocated to the Strategic Project Department
- Growing and maintaining critical partnerships in line with the department's key strategic objectives.
- Designing, developing, and establishing a staffing and departmental structure to effectively accomplish the goals and objectives of the Strategic Projects Department, including recruitment, training and promotion where appropriate.
- Representing SSE in meetings around, Enterprise Grants, Match Trading and other strategic projects where appropriate with stakeholders ranging from major UK funders to a range of government stakeholders.
- Support the Strategic Projects Manager in managing the secretariat and strategic contributions for the Enterprise Grants Task Force, primarily the organisation of Task Force meetings (identifying interesting topics, inviting external speakers, logistical support, delivering presentations)
- Oversee and support the Strategic Projects Manager in their work to develop Match Trading as SSE's enterprise grants product in collaboration with the CEO, Senior Management Team and Development and External Affairs Team, drive forward the development of the Match Trading portal, grow a body of evidence, fundraise for core development work and develop and maintain stakeholder relationships.
- Supporting SSE's push towards a digital-first future by supporting the work of the Digital Transformation Task Force.
- Supervising the operational budget for the department, performing periodic cost and productivity analysis.
- Line management of Strategic Project Manager, including annual appraisal.
- Supervising the integration of Strategic Projects into SSE, working closely with the Strategic Projects Manager, CEO, the Senior Management Team and the Development and External Affairs Team.
- Managing and fundraising for the development, definition and sector-wide adoption of Match Trading and enterprise grants products and services.
- Developing and implementing organisational structures to deliver the business models identified and growing a team of colleagues to manage.

- Supporting SSE's push towards a digital-first future by driving forward the design and development of a Match Trading portal in collaboration with Strategic Projects Manager and Head of Digital Transformation
- Identifying and delivering opportunities to grow the body of evidence supporting Match Trading and enterprise grants through external research, data, and technology contracts in collaboration with Strategic Projects Manager.
- Analysing new market opportunities and raising them with the Senior Management Team and trustees

## **Key relationships**

- This role sits within the Senior Management Team and reports directly to the CEO, who is responsible for setting the overall direction of the charity, to ensuring its long-term success and impact.
- You will initially line manage the Strategic Projects Manager but over time, a wider set of colleagues based on the organisational model of growth you develop for the department. Further delineation of roles and activities with the Strategic Project Manager should be achieved within six months of coming into the role.
- Internal relationships will span the Charity, including the Entrepreneurship Delivery Team, Development and External Affairs team (including the communications team) and Finance & Operations team. It is vital that strategic projects are integrated into the wider organisation.
- There will be regular engagement with external stakeholders of SSE including funders, think tanks, corporate partners and government representatives.
- There will be ongoing contact with SSE contractors including research, academic or technology partners as well as managing SSE volunteers.
- Project-specific reporting and supporting the Development and External Affairs Team with external reporting (e.g. to funders)

## **Person specification**

A strong entrepreneurial track record:

- Established experience as an entrepreneur, with a proven track record of scaling ideas with commercial success
- History of generating and growing revenues.
- Experience of building, managing and nurturing teams
- History of leading strategically through complexity and adapting to market needs
- A commercial mindset and approach to their work
- Experience scoping and initiating technology and data projects

Comfort leading and communicating at a senior level

- Strong communication skills and a proven ability to influence as well as to listen in forums with senior external stakeholders across government, philanthropy, and social investment
- Excellent writing skills (writing for influence is essential)
- Strong relationship management skills with proven track record of working in consultation/collaboration with key partners

A strong understanding of policy context

- Understanding of relevant policy areas e.g. business and social enterprise, third sector funding, Social Value, local economic development.
- Experience managing and collaborating with stakeholders to influence policy discussions

A multi-tasker:

- Highly organised, comfortable managing a diverse workload and tasks ranging from end-to-end execution of strategic projects to administrative tasks
- Resourceful and adaptable, with an appetite to ‘dive into’ different subject areas and manage multiple projects with different foci at the same time self-motivated
- Ability to drive projects forward and prioritise deliverables for a range of stakeholders
- Comfortable working with ambiguity and flexible in your approach
- Able to work independently, and when appropriate to collaborate with colleagues and stakeholders

## Personal attributes

- Candidates should be strongly motivated by, and committed to, SSE’s mission and to the social enterprise sector and its development; they should be comfortable working in an informal, fun, small organisation.

## 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
<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.

<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> 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><b>Can do</b> Solutions focussed, resourceful and adaptable. Will always think 'how might we achieve this.'</p>
<p><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.</p>	<p><b>Passionate</b> Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.</p>

## Key details

<b>Salary:</b>	Starting £56,650 to £58,350 (depending on skills and experience) + 5% pension
<b>Hours:</b>	35 per week, typical office hours 9am-5am or 10am-6pm. We would be willing to consider a part-time role for the right candidate.
<b>Annual leave:</b>	25 days pro-rata
<b>Contract:</b>	Permanent
<b>Flexibility:</b>	Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network
<b>Location:</b>	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 Director of Strategic Projects 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 16<sup>th</sup> September 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 'Strategic Projects Manager Application'.

The selection process will comprise an interview and a task. Interviews will be held in the week commencing 26<sup>th</sup> September 2022.

Unfortunately, due to our limited capacity we are unable to provide feedback to candidates not shortlisted for interview.

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*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**