



Recruitment information pack
**Entrepreneurship Facilitator
(Digital Specialism)**

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 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 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

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.

Role Purpose

You will play a pivotal role in designing and delivering high quality support programmes for social entrepreneurs in communities across the UK, and in recruiting them to participate in SSE's programmes.

The support you design and deliver, both in-person and online, will empower social entrepreneurs to set up and grow organisations that have social or environmental benefit, and will contribute to their leaders' development as change makers.

You will work closely with the Entrepreneurship Delivery Leads, fellow Entrepreneurship Facilitators, Entrepreneurship Support Leads, Administrators, and freelance business coaches and experts.

You'll have a specific focus on supporting the Entrepreneurship Delivery Lead (with Digital Specialism) to scout out the latest innovations in digital learning and embed them into our practice at SSE.

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 Entrepreneurship 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 programmes that support SSE's entrepreneurs and their ventures to build their capacities for social impact generation and commercial success.
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. Deliver Action Learning Sets, a peer coaching method long-embedded in SSE’s programmes, having received training from experts in how to best facilitate this powerful intervention.
8. Support the planning and delivery of events for SSE’s entrepreneurs, including sessions for graduates of SSE’s programmes (SSE Fellows).
9. 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 SSE’s digital learning expertise and infrastructure

10. Build internal knowledge and expertise around digital learning methodologies and tools, drawing on global best practice approaches to support SSE’ entrepreneurs to innovate
11. Support the development and delivery of SSE’s digital transformation projects in the delivery team, including our new Virtual Learning Environment.
12. 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

13. Consistent with SSE place-based approach, embed yourself into the fabric of the social impact communities you deliver in. 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 country.
14. Support the development of the pool of impact and enterprise speakers and experts who contribute to SSE’s programmes

General responsibilities

15. Participate in regular one to ones with line manager as part of your ongoing personal development and training.
16. 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
17. 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 will have excellent facilitation skills to ensure participants are engaged, and you deliver content in a way that is accessible, inclusive and dynamic and meets learning outcomes.
- 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

Digital savvy

- You know your way around online delivery tools such as Zoom and know how to bring out the best in them to facilitate transformative learning experiences
- You're inspired by the power of tech and are always look for new ways to harness digital technology
- You're ready to support other team members to upskill when it comes to using new digital tools to support delivery

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 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 other to problem-solve.

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

Key details

Salary: £23,558-£26,515 (dependent on experience) + 5% pension pro rata.

Hours: Full-time (35 hours per week) and part-time options considered (please specify in your application)

Annual leave: 25 days pro-rata

Contract type: Permanent

Flexibility: Occasional evening / weekend work may be needed

Location: This role can be based anywhere across England. This is a hybrid role, with a blend of remote-working and in-person delivery, with travel required across England.

To apply

To apply please use [this link](#) to send your CV and answer the following questions:

1. What attracted you to apply for this role?
2. Why would you be an excellent Entrepreneurship Facilitator for SSE?

Please use no more than 800 words total to answer these questions.

Applications will be accepted and reviewed on a rolling basis until Monday 31st October 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 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/>

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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. 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, 2nd Floor, 139 Tooley Street, London SE1 2HZ

Reg. Charity in England & Wales (1085465)

**HR Data Protection Contact: Helen Moules helen.moules@sse.org.uk
020 7089 9120**