



## Recruitment information pack

# SSE in Cornwall Community Led Local Development (CLLD)

## Entrepreneurship Facilitator (part of the Recruitment Team)

October 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, Diversity, Equity & Inclusion Group, Digital Champions and Wellbeing Committee

# About the role

## 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 to help get the project successfully over the line.

## 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 all areas 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.

## Purpose of the role

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.

## Job description

### Main Tasks

1. to gain a deep understanding of geographical core and functional areas for all 4 LAG areas.
2. to work on the ground, 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, 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 Administrators.

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
<b><u>Relevant Experience</u></b>	<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
<b><u>Education &amp; Training</u></b>	A demonstrable track record of effective networking and recruitment	Educated to Degree level  Full Professional Qualification	Application Form / Interview
<b><u>Special Knowledge &amp; Skills</u></b>	<p>A good understanding of Social Enterprise / Entrepreneurship</p> <p>An ability to communicate effectively with a diverse range of individuals</p>	<p>Knowledge &amp; 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	
<b><u>Any Additional Factors</u></b>	<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

## 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
<p><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.</p>	<p><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>
<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

Salary: £23,558 to £26,515 + 5% pension (pro rata)  
(depending on skills and experience) + 5% pension

- Hours:** 21 hrs per week (3 days a week based on a 7-hour working day), although there is flexibility with this.
- Annual leave:** 25 days pro-rata
- Contract:** Fixed term until 31st March 2023 (3-month probationary period)
- 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.
- Location:** This role will involve promoting the Springboard programme across Cornwall, 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 select days at Newquay Community Orchard. A vehicle and driving license are essential for this role.

**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 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](mailto:admin.cornwall@sse.org.uk) ensuring your subheading is: **Entrepreneurship Facilitator**

**Application deadline: rolling**

**Interviews will be held:** Rolling basis

If you want to discuss this role please call Liz Wright, Entrepreneurship Delivery Lead on 07725 834527

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](#).

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**