



SSE Trustee Recruitment Pack

Welcome

Thank you very much for your interest in becoming a trustee of the School for Social Entrepreneurs (SSE).

SSE helps people develop the skills, strengths and networks they need to tackle society's biggest problems. We were founded by one of the world's most successful social entrepreneurs, Lord Michael Young.



In the past 25 years, we have grown to an international network supporting 1,000 leaders of social change each year.

Having already embarked upon the first stage of our strategy, we continue to deliver against our 3-year plan, which sets out our vision for the future. The board plays a significant role in providing leadership and guidance throughout this process and positively challenging SSE to be the best it can be.

We are seeking trustees that will bring new skills, knowledge and experience to help us fulfil our ambitions and achieve maximum impact. We're particularly interested in recruiting trustees that reflect the diversity of the students we support and are representative of the geographic areas we work in.

If you would like to use your talents and skills to contribute to building a better society and be part of an exciting and evolving charity, we'd love to hear from you.

Thank you for your interest in SSE.

A handwritten signature in black ink that reads "Richard Collier-Keywood". The signature is written in a cursive style with a long horizontal line underneath.

Richard Collier-Keywood, Chair of Trustees

About the School for Social Entrepreneurs

What we do

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.

SSE is the UK's leading provider of learning to early-stage social entrepreneurs, and one of the world's longest-established organisations for social entrepreneurship.

We run courses that equip people to start, scale and strengthen organisations that make a positive difference. But SSE is not a traditional school. Learning with SSE is inspiring, action-based and accessible. SSE supports people in other ways too, such as mentoring and funding through a mix of traditional grants and Match Trading® grants, a unique form of grant-making created by SSE to strengthen the resilience and sustainability of social enterprises. Together, SSE is changing lives and transforming communities.

SSE is currently delivering a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with organisations such as Heritage Lottery Fund, Lloyds Bank Foundation, City Bridge Trust, PwC and Linklaters, to name but a few. We also generate earned income through selling places on our short courses and workshops.

Through our unique learning approach, we equip people to become better leaders of social change. Our approach focuses on developing four key areas; business skills, emotional resourcefulness, social impact and networks.

But it doesn't end there. SSE is committed to supporting the growing network of social entrepreneurs we've worked with over the years to grow their impact - individually and collectively. We're rolling out activities and initiatives developed with, by and for our Fellows, such as our new SSE Community, including an online Fellow's portal.

Being an SSE trustee

The School for Social Entrepreneurs is a registered charity (1085465) and company limited by guarantee (3900741).

SSE is very fortunate in that we have several trustees who have served us diligently and faithfully for a number of years, bringing insights and a history to the organisation that has enabled us to stay true to our objectives and founding principles. Alongside this we have welcomed new trustees to the board, including Fellows of SSE learning programmes, and are now looking to add up to 3 additional trustees. Separately, we are also looking to recruit a co-opted member to the Finance, Audit and Risk committee, with investment / treasury expertise.

The Board is chaired by Richard Collier-Keywood and is currently made up of 10 trustees.

There is currently 1 Committee of the Board: Finance, Audit and Risk, with 2 others currently in the process of being established. Provisionally, these will be 'Our People' (HR) and 'Learning' (impact & pedagogy) committees. Other committees or working groups are established for defined timeframes for specific projects/tasks as and when required.

Key responsibilities

As a member of the Board of Trustees you will be responsible for setting the strategic aims, objectives and direction of the charity. You will use your knowledge, skills and experience to ensure SSE achieves its charitable objectives, represents the interests of all its' stakeholders and act as an advocate for SSE. Key responsibilities include:

- Set and maintain the vision, mission and values
- Ensure SSE complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- Maintain proper financial control and ensure SSE applies its resources exclusively in pursuance of its objectives, as defined in the governing documents.
- Ensure accountability
- Support the operational management of the charity
- Maintain effective board performance
- Promote and act in the best interests of SSE at all times

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Many of SSE's trustees also volunteer their time for non-board related activities, such as mentoring students, witness sessions, graduations, or other opportunities for engagement like the working groups.

“Over the 6 years I have been involved with SSE I have had the privilege to work with a number of our students. Their enthusiasm and drive is infectious and it is so moving to hear stories of the impact the SSE programmes has had on them as leaders and the wider reach too through their organisations. So when I was asked to move from an independent member of the finance and audit committee to the board I was delighted and excited to accept. I have not been disappointed, the staff team and trustees are a great bunch - each board meeting is inspiring, thought provoking and fun! I am learning a lot.”

Jill Halford, Trustee

Person specification

The board is looking to appoint up to three trustees and will be seeking a blend of skills and expertise that complement the current make-up of the board.

Whilst we welcome applications from all, based on a recent audit of our current board we are particularly interested in applications from people who align with one or more of the below statements:

- Are based and have expertise outside of London
- *And /or;* Reflect the diversity of those we support
- *And /or;* Are SSE Fellows with a business operating at scale
- *And /or;* Bring expertise in HR

In addition, we are looking for a volunteer to join our Finance, Audit and Risk Committee as a co-opted member, bringing investment / treasury expertise and experience.

In your application, please delineate whether you are applying for this co-opted role.

Are based and have expertise outside of London

SSE has a presence in many regions of the UK, as well as internationally. To ensure that the trustee base reflects SSE's geographic spread we are looking to recruit UK based trustees who are based outside of London and can bring insights from different local communities and economic contexts to our work.

Reflect the diversity of those we support

At SSE, we pride ourselves on championing diversity and inclusion. We strive to support people who are often underrepresented at leadership level. Many of the people we support have first-hand experience of the social issue they are seeking to address, and one-third work in the most deprived areas in the UK. It's important to us that our board reflects the diversity of those we support. We also recognise that diverse teams improve the quality and richness of our work, and that diverse connections are essential for creating lasting change. We recognise that our board is currently under-representative of some communities and characteristics, so we are especially keen to receive applications from:

- people from black and minoritised ethnic backgrounds;
- disabled people, including those with learning disabilities and non-visible disabilities;
- people with caring responsibilities;
- LGBTQ+ people;
- people from economically disadvantaged backgrounds;
- people who have lived experience of the social issues that SSE seeks to address.

Are social entrepreneurs / SSE Fellows with a business operating at scale

We have a strong tradition of appointing SSE Fellows - people who have completed one of SSE's learning programmes - as trustees and would like to expand this further to ensure those we are looking to support are directly involved in the governance of the organisation. SSE works with people at all stages of their entrepreneurial development, and we are particularly interested to hear from those who have grown a successful/scaled social enterprise with a significant turnover and impact.

Bring expertise in HR

As SSE expands its operations we are looking to benefit from additional skills and expertise at board level. You may be an HR professional, or a social entrepreneur with a specialism in this area. It is likely we would invite trustees with relevant skills and experience in this area to join the 'Our People' committee, when it is established.

Bring expertise in investment / treasury skills - co-opted to Finance, Audit and Risk Committee

As SSE continues to expand, the board are looking for additional investment skills. If you are interested in this role, you would be co-opted to the Finance, Audit and Risk committee who meet online, quarterly. You will not attend board meetings. You would work closely with the FARC Chair, Mike Philips, the COO, Victoria Hurdley, and the Head of Finance, Yeshi Abay.

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
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 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. Will always think 'how might we achieve this.'
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 relationships

Key relationships include; Chair of trustees, Richard Collier-Keywood, other trustees, SSE's CEO Alastair Wilson, SSE's COO, Victoria Hurdley, SSE's senior management team (SMT) and staff across the wider SSE network.

You can find out more about the board of trustees [here](#).

We also encourage trustees to interact with staff through 1-2-1's and attending sessions and social events.

Key details

Remuneration: The role of Trustee is unremunerated, although reasonable out of pocket expenses will be reimbursed.

Time commitment: 4 quarterly board meetings per year in February, May, September, and November. During the first 18 months as a trustee, you will be expected to attend at least two Finance, Audit & Risk committee meetings, which are held online. You may also be expected to attend board working group meetings.

Location: 2 board meetings a year will take place in London at SSE, The Fire Station, 139 Tooley Street, SE1 2HZ. 1 board meeting a year will be coincided with a trip to an SSE School in the UK. 1 board meeting a year will coincide with the trustee's annual away day, held outside of London. Online options are always available.

Terms: Trustees serve an initial three-year term and are eligible for re-appointment for an additional consecutive term of three years. In exceptional circumstances or when particular skills are an ongoing requirement, this may be longer.



How to apply

If you would like to be considered to join the SSE board please send a copy of your CV and an 1 page email / letter email outlining why you're interested in becoming a trustee, highlighting how your qualities, experience and skills fit with the requirements of the role to recruitment@sse.org.uk. Please specify if you are applying for the co-opted role to the Finance, Audit & Risk Committee, and please specify if you are an SSE Fellow.

Please use no more than 500 words / 1 A4 page, and title your email 'Trustee Application'.

The deadline for applications is **5pm on Friday 18th November 2022**.

Shortlisted applicants will be invited to attend an initial discussion with SSE's CEO and COO on Wednesday 30th November (between 10am - 1pm).

An informal second stage discussion with the CEO, Chair and one of SSE's current trustees will be held week commencing 8th December (between 10am - 1pm).

Both stages will be held online.

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/>

Trustee Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job / trustee 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