



# Recruitment information pack

## **Director of Delivery**

**January 2023**

# 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, and India. Together, SSE is changing lives and transforming communities.

SSE delivers a range of thematic and place-based programmes in England and Scotland, with government departments and agencies such as the National Lottery and DEFRA. We also have partnerships with corporates and various foundations for example PwC, Lloyds Bank Foundation and Brewin Dolphin, through which we deliver support and programmes for social entrepreneurs aligned with our vision and mission.

### OUR VISION

a socially and environmentally just society  
where the potential of all people is fully  
realised

### OUR MISSION

to empower and equip people with  
entrepreneurial ideas and solutions to  
grow the social economy

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
- Wellbeing Committee

# About the role

## Purpose

The purpose of this role is to be the strategic and operational lead for all aspects of SSE Delivery which includes project management, delivery of learning programmes and the distribution of enterprise grants (including match trading).

To operationalise our exciting and ambitious ten year strategy, this role needs to lead and develop the three functional teams to scale both our reach and impact. Working with the Chief Operating Officer and other members of SMT you will be responsible for developing and delivering a strategic operational plan that places social entrepreneurs at the centre of what we do by delivering national and regional programmes and enterprise grants.

## Job description

### Key responsibilities

#### Leadership

1. Work as part of the Senior Management Team to develop the work of SSE in order to achieve and advance its impact. This includes supporting SSE's national and international network in pursuit of strategic aims.
2. Translate the SSE strategy into a compelling vision for SSE's future learning provision, responsive to the needs of those SSE exists to support and fostering innovation across the team and wider SSE network.
3. Support the development of SSE as an organisation that is constantly seeking ways to learn, develop and to improve its performance, including integrating the use of performance information to shape its activities.
4. Develop and maintain a resourcing model for programmes and grants that attracts and develops the best people and nurtures talent and leadership skills and has the right balance of permanent and freelance resource.
5. Ensure that SSE's values, mindset ethos and policies are relevant, fair and consistently implemented.

#### Management

6. Build, motivate and manage a high performing delivery and grants team, that collaborates with development and operations colleagues to provide a high value, needs led service to social entrepreneurs and funders.
7. Provide effective line management to Heads of Department, setting clear and achievable objectives and supporting their personal and professional development, as well supporting team members with to carry out line management responsibilities effectively.
8. Ensure that business and operational plans that align with SSE's strategy and underpin SSE's learning and delivery objectives are developed, agreed and implemented.

## **Quality, improvement and innovation**

9. Lead the team in the adoption of digital tools to improve the learning experience which provides a high quality, consistent experience for social entrepreneurs whilst maintaining the SSE learning methodology that drives social change and impact .
10. Be accountable for the quality of learning programmes and courses across the SSE network, ensuring evaluations are consistent and are considered collectively to drive ongoing improvement.
11. Working with relevant team members, support SSE's data, evidence and impact function to ensure SSE measures the outcomes of its learning programmes and the contribution this learning makes towards students/fellows' achievement of social change.
12. Working with relevant team members, support the exchange of learning and practice across the SSE network, using a range of channels to achieve this.
13. Embed a culture of evidence based review, reflection and learning across SSE's programmes and learning activity, using this to drive innovation and continual improvement.
14. Keep abreast of the needs of social entrepreneurs, community businesses and social sector leaders to inform the content, targeting and development of SSE's current and future learning activities, and use this insight to keep the wider organisation updated about trends and opportunities.
15. Work collaboratively with SSE's Development and External Affairs Director, and team, to communicate the outcomes and learning from SSE's work and to ambitiously develop and diversify the range of products and services that SSE offers in response to needs.

## **Programme management**

16. Be accountable for the recruitment, delivery and effective management of SSE's programmes.
17. Working with relevant team members and the communications team, ensure that SSE reaches people from diverse backgrounds and that student recruitment is conducted in line with SSE's core value of inclusivity.
18. Working with the Head of Grants, provide leadership and management of SSE's grant making activities including the roll out of innovative Match Trading grants.
19. Ensure appropriate systems, processes, and documentation are in place to manage programmes and report on all aspects of programme, learning and grant making activity effectively and efficiently, including championing the use of digital tools for programme and grant management.

## **Financial management**

20. Play an active role in the annual budget setting process, leading on the development of the budget on behalf of the delivery team.
21. Manage financial risks, ensuring programmes and services are delivered within budget and be responsible for managing the overall programmes budget, liaising with SSE colleagues and funders as appropriate.
22. Work collaboratively with the Head of Finance, COO and the Director of Development and External Affairs to manage resourcing needs to ensure staff/freelance utilisation is as efficient as possible.
23. Ensure effective cost controls such that SSE can maintain a highly competitive market price point and offer, identifying and implementing efficiencies as necessary.

## General

24. Service the Grants Committee and attend meetings of the Board of trustees, submitting regular management reports and decision making papers where necessary.
25. Act as SSE's Safeguarding Officer, ensuring compliance with our safeguarding policies and procedures.
26. Carry out other tasks that are within the scope, spirit and purpose of the role.

## Key relationships

This role sits within the Senior Management Team and reports to the COO, who is responsible for the execution and implementation of SSE's strategy.

You will line manage the Head of Entrepreneurship Support, Head of Entrepreneurship Delivery and the Head of Grants.

Internal relationships will span the Charity, including the Development and External Affairs team (including the communications team), Finance & Operations team and the CEO Executive Team including the Strategic Projects Director who has a particular focus on enterprise grants.

You will work collaboratively with the wider SSE network and key funders.

## Person specification

### Essential

- Inspirational leader with experience of leading a multi-functional department.
- Strong interpersonal and communication skills, able to influence and build a rapport with a range of stakeholders internally and externally.
- Experience of developing strategic business/operational plans and budgets that align with organisation mission and vision and deliver value led operational change.
- Experience of leading and project managing effective learning, training and/or capacity building within the social sector
- Experience of working collaboratively with senior leaders to deliver long-term, cross-functional and organisation wide projects to time and within budget.
- Experience of working on SMT/Executive Committee or similar, contributing to senior decision making within an organisation.
- Experience of building and developing high performing teams in a values driven environment.
- Ability to champion and clearly communicate the SSE vision and strategy in the context of programme delivery.
- Strong project management skills, someone who is able to identify tasks and responsibilities and coordinate efforts to meet requirements, including delivery to timeline and budget
- Experience of analysing and interpreting data to develop an evidence base which can inform decision making and influence senior stakeholders.
- Ability to use digital tools appropriately within the role to deliver priorities.

## **Desirable**

- Knowledge, insight and understanding of social entrepreneurship
- Experience of programme innovation, development and design
- Knowledge and / or experience of digital transformation in a learning/training environment.
- Experience of managing and delivering grant making programmes and services
- Experience of working as part of an international organisation and/or network

## **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

<b>Values</b>	<b>Mindset</b>
<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

<b>Salary:</b>	Starting £60,100 to £63,760 [pro-rata] (depending on skills and experience) + 5% pension
<b>Hours:</b>	35 per week, typical office hours 9am-5am or 10am-6pm. Flexible working will be considered.
<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](#) using no more than 400 words to answer each of the questions.

**Deadline:** Midday on 6<sup>th</sup> February 2023

If you have any questions, or require reasonable adjustments, please email [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) and title your email 'Director of Delivery Application'.

The selection process will comprise of three stages. First Interviews will take place **20<sup>th</sup> February, with presentations, meetings with team and final interviews taking place week beginning the 6<sup>th</sup> March.**

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**