



# Recruitment information pack

## **Entrepreneurship Impact Lead**

March 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 other 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 range of thematic and place-based programmes in England and Scotland, with strategic corporate partnerships including PwC, Royal London and DEFRA, as well as funding partnerships with trusts and foundations. 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
- '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 My Healthy Advantage, an employee wellbeing app
- Opportunities to train in First Aid and Mental Health First Aid
- 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
- Digital Champions

# About the role

## Purpose

Last 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’. Among local government and funders, we aim to become the go-to organisation for sharing research about how the social economy & social enterprise can tackle poverty and community issues. The purpose of the Entrepreneurship Impact Lead role is twofold, firstly to continue to track and develop SSE’s programmatic outcomes and secondly to lead on building a culture of impact and insights at SSE, to help us action this crucial pillar of our strategy. This is an exciting opportunity to make an impact within an established but innovative organisation and help SSE achieve its strategic objectives. You will succeed in the role if you are motivated to make a difference through research and impact measurement, have a curious and perceptive mindset and are willing to work collaboratively as part of a fun yet focused team.

## Job description

### **Leading on building a culture of impact & insights**

- Implement a methodology for SSE to measure our impact longitudinally across the organisation.
- Turn impact learnings into insights that will deepen the public’s engagement with SSE’s work and assist SSE to leverage for policy and further advocate for our community and the sector.
- Work with strategic projects and marcomms colleagues to develop an SSE Think Tank, focusing on ‘what works’ for our innovative grant making practices, sharing learnings, ideas and best practice for place-based change.

### **Developing SSE’s approach to monitoring and evaluation of programmes and learning offer**

- Maintain SSE’s programme evaluation framework and internal monitoring systems to ensure full alignment with our Theory of Change, enabling SSE to capture the outputs and outcomes across our programmes and learning offer.

- Lead SSE's longitudinal monitoring capability, establishing and maintaining effective tools and incentives for ongoing data capture from SSE Fellows ('alumni') post-graduation.
- Innovate in the monitoring, evaluation and research methods and practices used within the programmes and learning team at SSE, helping to ensure we remain cutting edge and responsive to the needs of the social entrepreneurs and social enterprises we support.

## **Managing SSE's data collection, analysis and sharing**

- Manage and implement the collection of in-house monitoring data and information through surveys, case studies, focus groups and more to assess the outputs and outcomes of SSE's learning offer, ensuring that data is accurate and up to date.
- Undertake analysis of quantitative and qualitative monitoring information obtained from the individuals and organisations SSE supports and cut the data in innovative ways to reveal new insights about our beneficiaries and offer to help inform SSE's learning offer design and delivery.
- Contribute to the effective communication, dissemination and learning from SSE's monitoring, evaluation and research evidence by working with colleagues to present and share information with internal and external audiences. This includes preparing content for regular funder reports, producing and interpreting relevant programme impact data for SSE's Trustee's Annual Report and preparing ad hoc analysis and reporting of non-standard programmes or topics of interest.
- Commission and manage independent external evaluations of key programmes and activities as appropriate, including designing the brief, identifying potential suppliers, leading the selection process, and managing the relationship, activity and outputs on behalf of SSE throughout. Ensure that learnings are fed back to Programme Managers and Learning Managers.

## **Capacity building**

- Advocate for the use of quality data to drive decision-making and to improve the performance of SSE's programmes and learning function.
- Provide advice and guidance to colleagues and across the SSE family in relation to monitoring, evaluation and research activity taking place at a local level and/or for specific programmes.
- Build the capacity of SSE Programme Managers, Learning Managers and others involved in programme management and delivery to conduct routine data collection and simple analysis on the programmes within their

respective areas of responsibility, including through using the digital systems for in-house monitoring and evaluation.

## **Additional responsibilities**

- Keep up to date with trends and developments within the sector, including attending events, joining professional networks and collaborating with others where relevant.
- Carry out other tasks that are within the scope, spirit and purpose of the role.

## **Key relationships**

This post reports to the Director of Strategic Projects. On a day-to-day basis you will work closely with the strategic projects team, SSE's Data Analyst, and on the delivery side our delivery support leads, our Head of Entrepreneurship Support who report on our impact to funders. You'll also work closely with our Chief Operating Officer, Director of Development & External Affairs and Head of Communications, who are driving forward SSE's 2022-25 engagement strategy.

## **Person specification**

### **Essential knowledge, skills and experience:**

- Expert in the development and maintenance of impact monitoring and reporting processes, including using digital data capture and analysis systems.
- Excellent analytical and quantitative skills, including experience with large data sets, and a clear understanding of the importance of data quality and management.
- Previous experience with PowerBI or equivalent business intelligence programme
- Experience and deep understanding of how impact data is used to demonstrate how organisations drive change.
- Knowledge and experience of working with a theory of change to demonstrate impact.
- Excellent qualitative skills, including the ability to capture and interpret data from research interviews, discussion groups, case studies etc.
- Previous experience of commissioning and managing external evaluation or impact analysis
- Excellent relationship and stakeholder management skills, including experience with internal advocacy, influencing and capacity development.
- Strong time and task management skills, including the ability to prioritise and manage competing deadlines.
- Confident and capable communicator through a variety of channels with a variety of audiences.

- Understanding of, and demonstrable commitment to equity, diversity, inclusion and lived experience.

### Essential personal attributes:

- Someone who works well on their own initiative, who is self-directed and resilient.
- Close attention to detail to ensure accuracy.
- Reliable, someone who will take personal responsibility for getting the job done to a high standard.
- Highly organised, someone who is comfortable working in a busy environment.
- Someone who is able to maintain good perspective and stay calm under pressure.
- A team player, able to support and collaborate with others.
- Friendly and positive attitude
- Commitment to on-going learning and personal development
- Enthusiastic about working for a charity / social enterprise.

### Desirable knowledge, skills and experience

- Knowledge and understanding of the social impact sector, including the issues and challenges facing social enterprises and/or charities.

### 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</p>

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

## Key details

<b>Salary:</b>	Starting £41,446 to £43,970 (depending on skills and experience) + 5% pension
<b>Hours:</b>	35 per week, typical office hours 9am-5am or 10am-6pm.
<b>Annual leave:</b>	25 days
<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 15<sup>th</sup> March 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 'Entrepreneurship Impact Lead Application'.

First round interviews will be held Thursday 23<sup>rd</sup> March and second round interviews will be held on Tuesday 28<sup>th</sup> March 2023.

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**