



Recruitment information pack

Bid Writer

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

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

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

The purpose of the role is to identify, generate and respond to new and renewal funding opportunities to ensure the effective execution of SSE strategy. To support development colleagues by developing and writing bids and tenders for funding opportunities. You will bring entrepreneurial flair and a 'can do' approach to boldly developing responses to these opportunities for public and private sector partnerships which help achieve our impact goals.

As part of this role you will proactively develop new proposals to respond to the needs of social entrepreneurs; writing compelling bids that support collaboration opportunities across the social enterprise sector to cement our position as market leader; growing our funded programmes and partnerships to achieve impact in specific communities or thematic areas; recognising and harnessing the business value of SSE's Fellows community; and aligning bids with our marketing and communications activity to help drive the achievement of our strategic objectives.

You will be a collaborator with high emotional intelligence. You will be comfortable working across several workstreams, willing to get up to speed quickly and manage a busy workload where necessary. You will have outstanding written, and numerical skills, able to write professional, compelling bids and accurate budgets. You will be an energised and positive team player who is able to engage and collaborate with others, working to specific goals to 'get things done', as well as to design and deliver initiatives which bring long-term benefits.

As a member of the Development and External Affairs Team (DEAT) you will work closely with colleagues, contribute and occasionally lead meetings as required, engage regularly with communications, impact and entrepreneurial support and delivery teams to ensure bids are aligned with our organisational priorities and that we continue to support and collaborate with social entrepreneurs, community businesses, and social sector leaders.

Job description

Key responsibilities

Writing and Budgeting skills

The primary purpose of the role is to write winning bids and proposals that generate new business and secure renewals aligned to SSE's strategic objectives.

To be successful in this role you will:

1. Possess exceptional written and numerical skills, with an ability to develop compelling propositions across themes and sectors and create budgets for a variety of funders and investors.
2. Be organised and agile with the ability to manage multiple bids and deadlines.
3. Lead the continued development and maintenance of a bid repository - coordinating, updating and storing resources, data and templates to support the whole team with bid development.
4. Work closely with Business Development & Relationship Managers and the wider DEAT team to input and support bid development.
5. Work closely with Finance Managers to ensure accurate and cost effective budgeting that aligns with both the scope of the tender opportunity and the financial priorities of SSE.
6. Build and manage relationships with internal / external stakeholders to ensure all bids are prepared, managed and reviewed appropriately and in line with SSE's quality standards.
7. Translate and apply the appropriate strategy for managing bids in order to mitigate risks and capitalise on opportunities within the bid.
8. Schedule and plan bid related tasks including concept design, stakeholder consultation, research and proposal drafting, reviews and approvals.
9. Work with the development team to identify potential bid/funder related risk and develop mitigation plans.
10. Ensure the on-time delivery of high-quality bids with consistent messages and win themes.
11. Contribute to the generation of agreed income targets for the development team and track opportunities and progress on relevant database systems e.g., Salesforce.

Income Generation and Opportunity Monitoring

12. Work as part of a highly skilled and agile development team to deliver on the objectives of the Development Plan and SSE's organisational strategy.
13. Bring a 'can do' solution driven approach to the role.

14. Contribute to the development team's income generation targets.
15. Build and maintain positive working relationships with colleagues across SSE teams, including our hosted schools (SSE Northwest & SSE Hampshire) alerting them to potential income generation opportunities and working collaboratively on fundraising initiatives.
16. You will support the Director of Development & External Affairs and Head of Development to ensure the effective implementation of the development plan, proactively identifying and responding to funding opportunities across the public and private sectors and thematic priorities.
17. Identify and capitalise on opportunities to work in partnership with other organisations to amplify our work and impact.
18. Attend stakeholder meetings as required.

General Responsibilities

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.

Key relationships

The postholder will report to the Head of Development and will work closely and collaboratively with colleagues across Development & External Affairs team including our Director in Scotland, and team members based in Cornwall and the Southwest, London, Yorkshire and Northeast as well as with our partner teams based in Hampshire and the Northwest and our international school in India.

You will also hold and nurture existing relationships with key external stakeholders e.g., partners and funders as well as developing relationships with new potential funders and partners that align with the Development Plan and SSE's organisational strategy.

In addition, you will work closely with our Entrepreneurship Delivery, Entrepreneurship Support and Finance and Operations teams.

Person specification

ESSENTIAL

- A proven track record of developing and writing bids that secure funding for national and regional projects across the public and private sector, including but not limited to ERDF and CRF funded projects and corporate partnerships.
- Experience working as part of a multi-disciplinary team and a willingness and ability to work creatively and developmentally with colleagues, sharing bid writing knowledge and expertise across the team.
- Ability to work both independently and in collaboration with the Business Development & Relationship Managers and Entrepreneurship teams.
- A strong background in digesting complex funder requirements and translating these into clearly defined, deliverable and cost-effective solutions.
- Ability to ensure that win themes and a strong value for money proposition are woven into our bid submissions.
- An ability to identify, research and create new opportunities.
- Extensive experience of developing and submitting bids across a variety of formats and platforms e.g, application forms, bid submission portals, PowerPoint presentations and proposals.
- Experience of coordinating, updating and managing bid resources, data and templates.
- Organisational and project management skills, with experience of prioritising a number of concurrent projects and delivering to deadlines.
- Excellent attention to detail.
- Computer/IT proficiency.

DESIRABLE

- Membership of/commitment to learn and develop your skills in bid management aligned to the Association of Bid and Proposal Management (APMP)
- Excellent negotiation skills.
- A natural flair for entrepreneurial thinking and innovation.
- Ability to build relationships and influence key stakeholders.

Personal Attributes

- Solution focussed, entrepreneurial, resourceful and adaptable.
- Commercially minded with an ability to spot an opportunity, negotiate, and close deals.
- Friendly and professional.
- Resourceful and adaptable.

- Highly organised, able to prioritise a varied and fast paced workload and deliver to deadlines.
- A team player committed to working collaboratively to achieve results.
- Committed to addressing inequalities and social exclusion, with a clear interest in social enterprise.
- A firm believer in, and a bias towards, the value of empowerment as a tool for social change.
- A self-starter, able to work autonomously and to make decisions.
- A genuine desire to support SSE and take a part in all we aspire to achieve
- 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>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 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. Will always think 'how might we achieve this.'</p>

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 details

Salary: £31,160 to £33,057 (depending on skills and experience) + 5% pension

Hours: 35 per week, typical office hours 9am-5pm or 10am-6pm.

Annual leave: 25 days

Contract: Permanent

Flexibility: Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network

Location: Flexible

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 Monday 27th March 2023

If you have any questions, or require reasonable adjustments, please email recruitment@sse.org.uk and title your email 'Bid Writer Application'.

The selection process will comprise of interviews and a task/presentation. First round interviews will be held on week commencing 10th April. Second round interviews will be held on 19th and 20th April 2023.

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. 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**