



school for
social
entrepreneurs

Recruitment Information Pack

**Learning Facilitator - London
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 over 40 different programmes across the UK with the support of strategic partnerships with local and central government, Power to Change, and Big Lottery. In addition, we have programmes 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.

This role is open to anyone in the UK and can be based anywhere, but we are particularly interested to recruiting new learning managers in London and surrounding areas and Yorkshire and the North-East.

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. We care about the students we recruit, the content of our programmes, the way they are delivered, and the people delivering them.

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 backgrounds; LGBTQ+; and those with disabilities.

If you require any reasonable adjustments during the recruitment process, including assistance with reading of this document, 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 this role is to utilise high-level people skills, facilitation skills and a coaching approach to deliver learning programmes to entrepreneurs ensuring each student has a transformative and valuable experience. This crucial role provides the interface between The SSE and the entrepreneurs learning experience, meeting entrepreneurs where they are at, helping to reveal what they don't know and explore, and develop, what they do.

Working closely with the wider programme and delivery team, you will design, plan, and recruit social business leaders for high quality learning programmes, supporting them to start, develop and scale organisations that have social benefit whilst also contributing to their personal development as leaders of change.

You will have the ability to effectively communicate from group to an individual levels, supporting entrepreneurs in one-to-ones for individual coaching, development and provide pastoral care.

Having knowledge of the social enterprise, charity, and business sector, you will be able to curate and tailor learning programmes to meet the needs of each cohort. By understanding and establishing individual and cohort wide needs, you will engage with programme contributors, and design and deliver high-level themed interactive sessions to meet those needs. You will have an awareness of different learning styles and be able to adapt learning sessions to meet those needs.

You will succeed in the role if you believe in the potential of social entrepreneurship to create social change and are willing to work collaboratively as part of a fun yet focused team.

Job description

Core responsibilities are:

1. Collaborate with the Entrepreneurship Delivery Leads to design, plan and deliver transformative learning programmes and sessions that support entrepreneurs and organisations to build entrepreneurial skills and ensure inclusivity and impact. This will include designing interactive sessions to 'land the learning' from sessions to deepen understanding.
2. Collaborate with the Programme Managers to ensure programmes meet both the programme brief and entrepreneur need.
3. Develop and implement inclusive and engaging recruitment and assessment processes for programmes you work on and contributing to the recruitment of other programmes at SSE.
4. Create an exciting and trusting learning environment, facilitating groups, group work and chairing external speaker sessions.

5. Engage with entrepreneurs on a one-to-one basis to provide individual business coaching and pastoral support.
6. Collaborate with programme managers, impact team and project coordinators to ensure programme evaluation in accordance with our quality assurance process and feeding learning back into the SSE team to ensure we are always learning. This will include taking part in regular 360 programme meetings, ad hoc reflection, review meetings and contributing to programme reports.
7. To be able to pivot and respond creatively to changing learning needs, challenges, or funder requirements.
8. Contribute to the SSE's pool of speakers, witnesses, consultants, and mentors to create a more diverse contributor pool, promoting inclusivity, and ensuring the programme provides stimulating, relevant, practical, and valuable input.
9. Collaborate with the programme and learning team to maintain and develop relationships with programme contributors, providing appropriate briefings, ensuring speakers are welcomed, feel valued and want to continue to support SSE.
10. Deliver Action Learning Sets, a peer-coaching method long-embedded in SSE programmes, having received training from experts in how to best facilitate this powerful intervention. (Training provided).

Additional possible responsibilities.

11. To share and utilise your place-based regional knowledge of the sector to contribute to place-based programme design, recruitment, and delivery.
12. To have expertise in (some) areas of business (such as marketing, social impact, financial management), that allow you to design and deliver expert themed session.
13. Experience of working with a range of entrepreneurs at different stages of their journey. This will include those starting up, supporting entrepreneurs of developing enterprises and then leaders of established ventures to scale.

General responsibilities.

14. Embrace entrepreneurship within your role to contribute to the wider SSE business strategy, including good understanding of programme delivery budgets.
15. To contribute and help build internal knowledge and expertise by developing pool of learning resources and activities that are engaging and add value, including supporting entrepreneurship resource development for our Virtual Learning environment.
16. To support with the organisation and delivery of events that support the development of social entrepreneurs and the SSE.
17. Engage with external SSE stakeholders to maintain a positive collaborative approach.

18. To participate and collaborate in meetings across the Entrepreneurship Directorate and across the organisation to ensure continuous learning, support your own development and the success of wider projects and programmes across SSE.
19. To participate in regular one-to-one meetings with your line manager as part of your ongoing personal development and training.
20. Carry out other tasks that are within the scope, spirit, and purpose of the job.

This job description is not comprehensive or exclusive and duties may vary from time to time, but these will not change the general character of level of responsibility of the role. This job description and your performance will be regularly reviewed with you.

You don't need to be able to do it all as we will provide a development programme to support you.

Personal Specification

Area	Essential	Desirable	How identified
Experience	<p>A proven track-record to designing and delivering high-quality effective learning and support.</p> <p>Experience of facilitating to a range of different groups and catering for a diverse audience.</p> <p>Experience of coaching individuals to support their learning.</p> <p>Experience of working to support social entrepreneurs and business leaders.</p>	<p>ALS facilitator trained.</p> <p>Experience of setting up and developing or managing a project, organisation, or business with social purpose.</p> <p>Experience of managing complex projects.</p> <p>Experience of working to tight time frames.</p> <p>Relevant training and qualifications.</p>	Application form/Interview
Knowledge	<p>Knowledge of business elements relevant to developing a social venture.</p> <p>Knowledge of different styles of learning, coaching techniques, and facilitation methods.</p> <p>Understanding of the issues experienced by social entrepreneurs and the needs of individuals seeking to set</p>	<p>Local place-based knowledge.</p> <p>Knowledge of social venture leaders for witness sessions.</p> <p>Knowledge of the voluntary and business sector in regional area.</p> <p>Expertise in areas of running a social venture that inform design and delivery of expert sessions across the network.</p>	Application form/interview

	<p>up, sustain and scale social ventures.</p> <p>Knowledge of regional business networks including potential programme contributors.</p>		
Skills	<p>An excellent ability to facilitate groups and individuals both in person and online to ensure excellent learning and development.</p> <p>Able to communicate effectively with a wide range of stakeholders.</p> <p>Able to motivate, support and challenge social leaders.</p> <p>An aptitude for programme design and innovation.</p> <p>Digitally Savvy, computer literate and willingness to learn.</p> <p>Strong organisational ability and self-motivation.</p> <p>Solution focussed and able to assess conflicting priorities, take appropriate action and manage difficult behaviour.</p> <p>Able to be agile in responding to needs within sessions.</p> <p>Able to model transparent, open, and informal behaviour.</p>	<p>Working with a virtual learning environment.</p> <p>Good financial management for programme budgets.</p> <p>Use data and evidence to inform the approach you use to achieve required goals.</p> <p>Experience of engaging with the corporate sector and managing relationships with funders.</p>	Application form/interview
Mindset	<p>You embody the five SSE values of always learning, entrepreneurial, collaborative, inclusive and trusting in all aspects of your work.</p> <p>Drive, focus and good judgement.</p> <p>A commitment to student-centred learning.</p>	<p>You have a commitment to SSE's Diversity, Equality and Inclusion goals and development both within the team, programme contributors and social venture leaders.</p> <p>You are committed to working towards the climate emergency and working both within SSE and within our programmes to address this.</p>	Application form/interview

	<p>A commitment to quality and on-going personal development and training.</p> <p>Good team player.</p>		
Additional	Willingness to travel for in-person delivery sessions and team meetings.		Application form/interview

Values and Approach

We want to work with (and continue to develop) individuals who can embody and demonstrate the following values and approach to their work.

Values	Approach
<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 will take the time to 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. You will think creatively about how situations may evolve and how solutions to challenges can be overcome.</p>
<p>Always Learning We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.</p>	<p>Passionate Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.</p>

Key Details

Salary:	£26,773-£30,133 pro-rata depending on experience + 5% pension In addition, if eligible + £4000 London weighting (pro-rata)
Hours:	0.8 FTE (28 hours per week)
Location:	London
Annual Leave:	25 days pro-rata + 3 days discretionary leave over Christmas.
Contract:	1 year
Flexibility:	Occasional evening/weekend work and travel within the UK may be needed.
Reports to:	Entrepreneurship Delivery Lead

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: 9:00am on Wednesday 11th October

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

First-round interviews will be held the week beginning 16th October. We expect second round interviews to take place week commencing 23rd October.

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**

