



Recruitment information pack

Executive Assistant to the CEO
*(Maternity cover - 12 months, fixed term -
starting January 2025)*

September 2024

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. We run courses that equip people to start, scale and strengthen organisations that make a positive difference. But we are 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 teams working across the UK, we also have a school in India. Together, SSE is changing lives and transforming communities.

SSE works in partnership with many of the UK's biggest funders, such as the National Lottery Community Fund, Power to Change and Lloyds Bank Foundation, and we also hold a broad range of strategic partnerships with corporates such as PwC, Linklaters, Royal London. 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:

- Attend SSE courses & learning sessions for free
- 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 Wisdom, 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)
- 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 primary function of this role is to deliver comprehensive executive support to the Chief Executive Officer (CEO), allowing the CEO to operate with maximum efficiency and strategic foresight.

The Executive Assistant's role is not just administrative but strategic, requiring a blend of foresight, discretion, and adaptability. Responsibilities include acting as a trustworthy and confidential sounding board, managing and driving the annual governance and organisational cycle, supporting in operational and strategic planning as well as managing schedules, coordinating meetings, handling correspondence, preparing reports, and serving as a liaison between the executive team and other stakeholders, thereby playing a crucial role in the smooth and effective operation of the organisation.

This individual is pivotal in enabling the CEO to be proactive rather than reactive, anticipating future needs and strategically aligning the organisation's operations and goals. By acting as a trusted sounding board, the Executive Assistant facilitates insightful discussions, aiding in the decision-making process and ensuring the CEO's visions and strategies are effectively communicated and implemented.

Job description

Key responsibilities

- **Executive support - CEO:** Providing proactive support, anticipating needs, and serving as a confidential and trustworthy sounding board, especially for internal matters and organisational changes. Ensure the CEO is well-informed and prepared for strategic decision-making.
- **Executive support - SMT:** Assist the Senior Management Team (SMT) by conducting strategic research or tasks as directed by the CEO, aiding in decision-making processes.
- **Support Operational Planning:** Support the Senior Management Team (SMT) in the annual operational planning process, ensuring they have the necessary information, resources, and coordination to develop, agree upon, and implement robust business and operational plans that are strategically aligned, and effectively support and enable the successful execution of the strategy.
- **Governance lead:** Lead the annual governance planning and cycle, ensuring adherence to best practices, and maintaining the efficiency of Board and Committee operations, including document preparation and compliance oversight.
- **Oversee the Trustee Annual Report:** As the Governance Lead, you will be responsible for overseeing the preparation and timely submission of the Trustee

Annual Report (TAR) to the Board of Trustees. This involves collaborating with the Finance and Communications teams, managing timelines, and engaging key stakeholders, including the Senior Management Team (SMT) and Trustees, to ensure the report is completed accurately and on schedule.

- **Company Secretary:** Arrange, service and minute meetings of the Trustee Board, and sub-committees, including drafting papers / board reports, ensuring Trustees receive a clear quarterly overview of the organisation.
- **Meeting Coordination:** Act as the secretariat for various committees, both external (e.g., the Enterprise Grants Task Force), and internal (e.g., SSE Working Groups, and SMT). Responsibilities include preparing agendas and papers, coordinating documents, liaising with stakeholders, minuting meetings, and tracking follow-up actions. You will also oversee some small budgets.
- **Research and Briefing:** Provide comprehensive support to the CEO through background research, briefing materials, and preparing for engagements, ensuring informed decision-making and strategic alignment.
- **Stakeholder Engagement:** Maintain proactive and efficient communication with key stakeholders, including Trustees, partners, and funders, ensuring confidentiality and effective relationship management.
- **Internal Communications:** Engage in and promote internal communications, coordinating all-staff meetings, and managing internal events with the HR Business Partner, ensuring robust engagement and information dissemination.
- **Diary and Workload Management:** Strategically manage and plan the CEO's diary, prioritizing key and urgent tasks. Ensure effective allocation of time, facilitating workload management by coordinating the delegation of tasks to appropriate team members and / yourself.
- **Administrative Support:** Handle all aspects of administrative support including travel arrangements, expense processing, invoice handling, and booking accommodation.
- **Flexibility:** Adapt to evolving organisational needs, undertaking additional tasks that align with the role's scope and contribute to the organisation's objectives.

Key relationships

The post-holder will be line managed by the CEO but will also work closely with all of the senior management team. This role is the lynchpin within SSE, and you will liaise with staff across the organisation, including the Head of Finance and HR Business Partner. Other relationships include our Trustees, wider SSE network and our funders.

Person specification

Essential Skills

- Highly organised with experience of prioritising a number of concurrent activities
- Ability to plan and think methodically
- Relationship management and communication skills, with the ability to communicate with all levels internally and externally
- Excellent written and verbal communication skills

- Literate in the Office 365 suite, including Outlook, SharePoint, Microsoft Teams, Word, PowerPoint and Excel.

Essential Experience

- At least 1 years' experience as EA or in a similar role
- Experience of logistically managing meetings including taking minutes
- Experience of prioritising workload and working autonomously

Desirable

- Experience of managing inboxes, including responding to senior stakeholders
- Previous paid work or voluntary experience in a charity or social sector
- Courses / certificates on taking minutes
- Previous experience of using Salesforce or another CRM database
- Comfortable using / experimenting with AI to increase efficiencies

Personal attributes

- Reliable, someone who will take personal responsibility (and be proud!) for getting the job done well
- Someone who is comfortable working in a busy environment and having lots to do
- Flexible and adaptable
- Close attention to detail to ensure accuracy
- Friendly and warm with a positive attitude
- Confident in dealing with senior and external stakeholders
- Ability to work with discretion and with confidential information
- Enthusiastic about working for a charity / social enterprise

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, and the way that we do it. You understand that everyone is an advocate for new business and can</p>

	help demonstrate efficiency and commercial awareness.
Inclusive We want people to feel safe being themselves, to maintain wellbeing and to bring their unique strengths and voices to the table. We over-represent the under-represented. We honour lived experience.	Agile and flexible Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.
Entrepreneurial We innovate with purpose to create value and deliver results. We are bold and ambitious in our thinking, creative and resourceful in our action. We are committed to impact.	Can do Solutions focussed, resourceful and adaptable. Will always think ‘how might we achieve this.’
Always Learning We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.	Passionate Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.

Key details

- Starting salary:** From £33,057 (depending on skills and experience) + 5% pension
- Hours:** 35 hours per week
- Annual leave:** 25 days pro-rata
- Contract:** 12 months, fixed-term (maternity cover) - starting January 2025
- Flexibility:** Occasional out of hours work and travel within the UK may be needed
- Location:** 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](#), answering the following questions:

1. What attracted you to apply for this role?
2. What do you think makes you an excellent candidate for the Executive Assistant role within SSE? Please refer to relevant skills and experiences.

Please use no more than 400 words per question in your response.

Deadline: Monday 21st October at 9am

If you have any questions, or require reasonable adjustments, please email recruitment@sse.org.uk and title your email 'Executive Assistant' application.

First interviews will be held w/c 28th October. Second interviews are expected to be held later that week.

Start date for successful candidate will be 13th January 2025.

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 may 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 Compliance Officer: Andy Simpson, Head of Technology & Digital Transformation, School for Social Entrepreneurs, Ground Floor, 13-15 Dock Street, Whitechapel, London E1 8JN

Reg. Charity in England & Wales (1085465)

**HR Data Protection Contact: Helen Moules helen.moules@sse.org.uk
020 7089 9120**