SCHOOL FOR SOCIAL ENTREPRENEURS

Grants Manager

Job Pack

July 2026

WELCOME

Thank you for your interest in joining SSE. We exist because the challenges facing our communities — poverty, poor health, climate change, inequality — are too big and too urgent for any one sector to solve alone. What we've learned, over more than two decades, is that when you invest in the right people and give them the right support, extraordinary things happen.

SSE isn't a traditional school. We don't lecture. We create the conditions for people to learn from each other, to take risks, and to grow — in a way that's genuinely accessible to people who haven't always been well-served by traditional institutions. We've worked with thousands of leaders of social change and distributed millions of pounds in grants. The organisations we support reach thousands of people.

If you're someone who cares about this work, who brings both skill and purpose to what you do, and who wants to be part of an organisation with serious ambition for what comes next — we'd love to hear from you.

Alastair (Ali) Wilson OBE
Chief Executive, School for Social Entrepreneurs

ABOUT THE SCHOOL FOR SOCIAL ENTREPRENEURS

We can't fix issues like poverty, inequality, health and climate change alone. We are fully conscious of the scale of the challenge that faces the country and the urgent need to respond. That's why the School for Social Entrepreneurs exists, to empower and equip people with entrepreneurial ideas and solutions to grow the social economy.

The social economy is a movement of organisations and enterprises that prioritise people and planet. Together, we are committed to tackling the greatest social and environmental challenges of our time.

OUR PURPOSE

To back people with purpose and build a better world together.

OUR VISION

A fair and sustainable world where the potential of all people is realised.

OUR MISSION

To equip people with skills, funding, and networks to realise their potential, improve lives and protect the planet.

OUR VALUES

Integrity

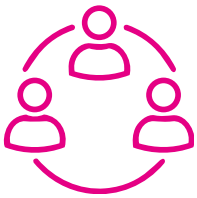
We do what we say we're going to do. We take ownership and responsibility for our actions. We rely on open, authentic relationships.

Entrepreneurial

Purpose-led and ambitious, we combine creativity with commercial thinking to deliver real impact. Resourceful and solutions-focused, we turn ideas into sustainable growth and meaningful results.

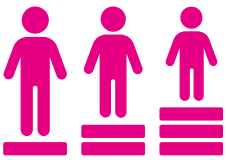
Impactful

Everything we do is ultimately about creating impact and achieving our vision and mission. We are impact-focused in all we do.



Collaborative

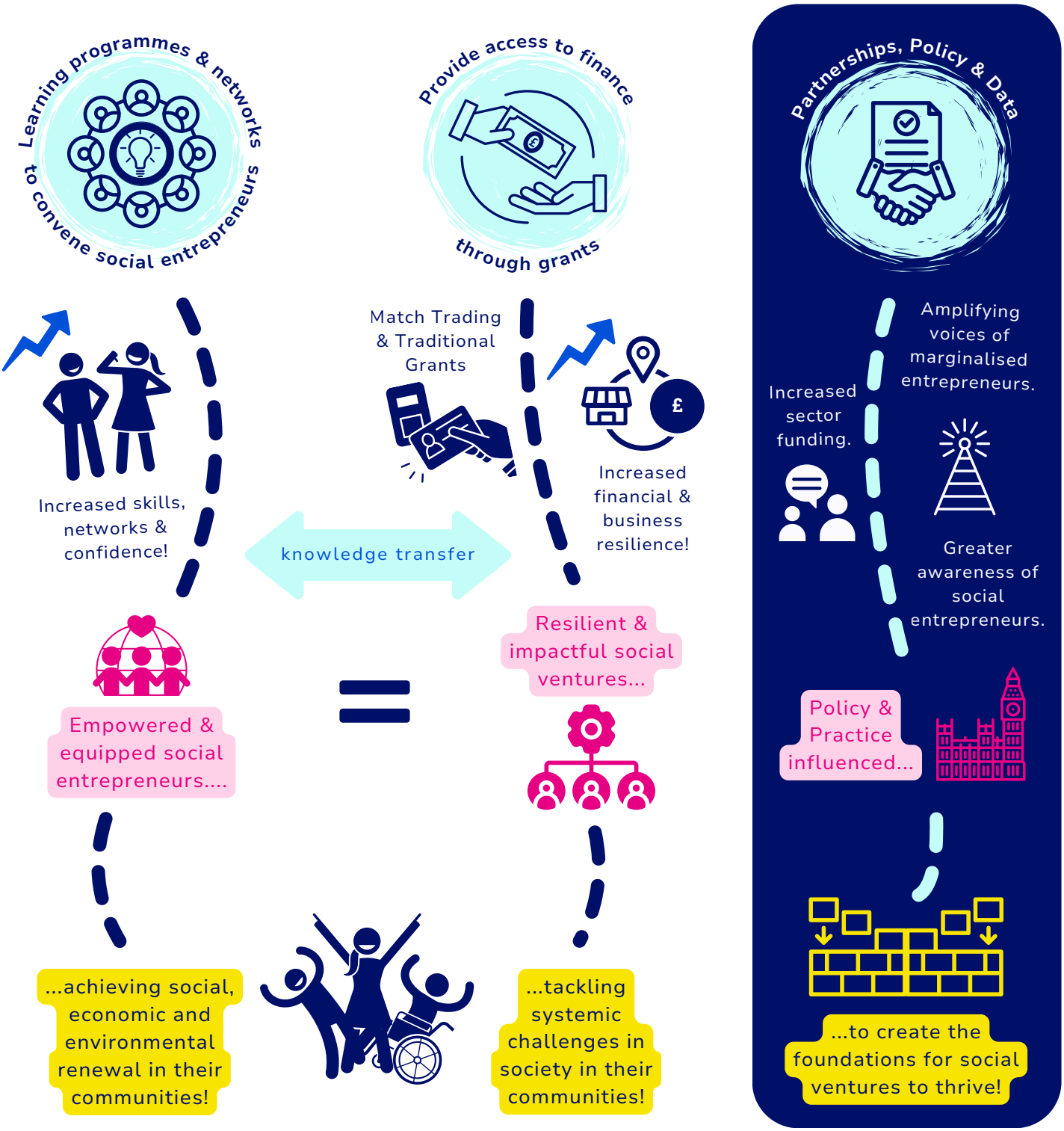
We go further together. By partnering openly and supporting our social entrepreneurs and fellows, we amplify their work, ask for help, share solutions, and enjoy the journey.



Equitable

We value talent and insight, recognising unequal barriers. We actively amplify underrepresented voices in our programmes and in how we work.

THEORY OF CHANGE



SSE'S VISION

A fair and sustainable world where the potential of all people is realised.

OUR STRATEGY

We are in the second phase of our 10-year strategy, **Bold Repositioning**, and are focused on increasing our impact, deepening our support for social entrepreneurs, and shifting the conditions that enable the social economy to thrive.

Our mission remains clear: to empower and equip people with entrepreneurial ideas and solutions to tackle society's greatest challenges.

Over the next three years, we will work towards three core outcomes:

EMPOWERED AND EQUIPPED SOCIAL ENTREPRENEURS

We will provide accessible, place-based and theme-driven learning programmes, we'll support individuals with lived experience and entrepreneurial talent to develop the skills, confidence and networks needed to drive social and climate change.

RESILIENT AND IMPACTFUL SOCIAL VENTURES

We'll expand our unique Match Trading offer and refine our funding support to help ventures grow their income, business resilience and long-term sustainability.

POLICY AND PRACTICE TO SUPPORT SOCIAL ENTERPRISE

By harnessing robust data and working in partnership across sectors, we'll influence national and local policy and position social entrepreneurship as a driver of regeneration, climate justice, and inclusive growth.

By 2028, we will continue to amplify the voices of underrepresented entrepreneurs and **establish SSE as the go-to convenor, connector and champion of the UK's social economy**.

OUR LEARNING PROGRAMMES

We offer lots of ways than for people to access learning that supports real-world change. From deep, structured programmes to bite-sized workshops and webinars, our course offer reflects the diversity of needs across the social enterprise and VCSE sectors.

Our learning programmes are designed to enable our strategic goal of igniting the social economy.

This is done through three key pillars:

To ignite entrepreneurship in communities to achieve social and economic renewal

To accelerate social innovation to tackle systemic challenges in society and to harness our network and insights

To influence policy and practice

> **“SSE changed my life! I will forever be grateful to SSE for what you have done for me and the organisation.”**
>
> *— James Adeleke, Generation Success*

BENEFITS OF WORKING AT SSE

TIME OFF

25 days' annual leave (pro-rata) plus UK bank holidays, with leave increasing incrementally after three years of continuous service.

PENSION & FINANCIAL SECURITY

We contribute 5% to your pension, and all staff are covered by a Death in Service benefit worth twice their annual salary.

LEARNING & DEVELOPMENT

You'll have access to some of our SSE short courses and learning sessions free of charge, alongside an annual development budget.

WELLBEING

All staff have access to an employee assistance programme and free eyecare vouchers.

INCLUSION & CONNECTION

We're a certified Disability Confident Employer and are committed to building a genuinely inclusive culture. We come together as a whole team every two months, with regular online socials and annual in-person away days.

FLEXIBLE WORKING & TRAVEL

We welcome flexible working and have team members based across the UK. We also offer a cycle to work scheme and, for London-based staff, an annual season ticket loan.

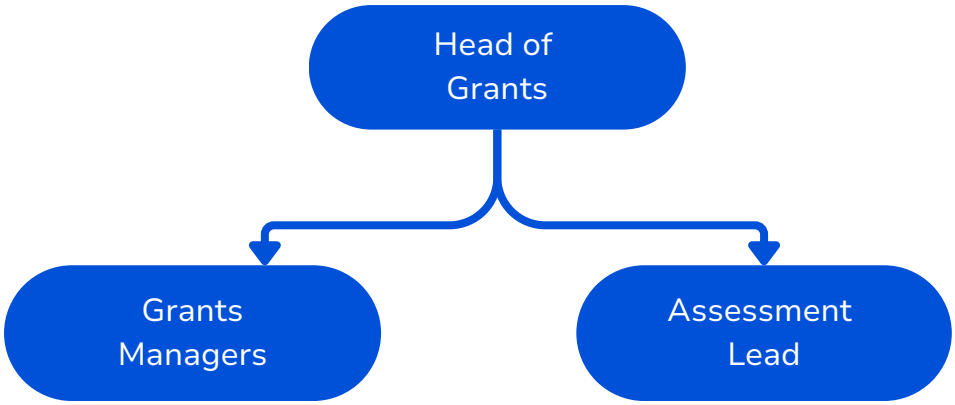
> **“Our culture is incredibly supportive and welcoming. It's something that SSE does exceptionally well.”**
>
> *— SSE staff survey 2026*

ABOUT THE GRANTS TEAM

We're not a traditional funder. We don't hand out large, project-based funding. Our grants tend to be small, but they punch above their weight, helping social and environmental entrepreneurs take the next step to grow their organisations. Our grants run alongside learning programmes, supporting social and environmental entrepreneurs on their learning journey. We're innovative in how we do this, through both traditional and enterprise grants. We lead on Match Trading™, a grant that challenges social and environmental entrepreneurs to grow their trading income, and we're now launching repayable grants to help organisations take their first steps in repayable finance.

We deliver for a wide range of funding partners, government bodies, corporates, trusts and foundations. We create bespoke programmes and deliver with a range of inclusion partners. We are efficient and agile, but prioritise a human and accessible approach that meets the needs of diverse communities. Our grant managers get alongside grantees, often start-ups and early-stage organisations, to help them manage their grants and grow their businesses.

Although we're a small team of staff and freelancers, we expect to make over 600 grants to entrepreneurs next year. If you care about getting this right, and want to reach people who may struggle with mainstream funding, why not join us?



GRANTS MANAGER

About the role

Overview
This is a new and exciting role at a significant time of growth for the School for Social Entrepreneurs. In the coming year. We are developing new programmes, working with leaders who are developing small community led social and environmental projects as well as leading larger charities and social businesses developing social investment and housing solutions.

You will work with our Grants Team, Project Co-ordinators and Assessment Lead to develop and support grant management across a range of programmes. Your role will be to lead on specific programmes, including supporting assessment, onboarding and grant management. You will ensure that grantees are fully supported to manage their grants and ensure that grant management is compliant, auditable, efficient, and timely. You will support the development of grant policies and processes, writing grant paperwork and documentation, overseeing payments, and reporting to the wider Programmes Team and others about our work.

We are committed to inclusion and have a wide range of applicants from diverse communities, who may experience difficulties in applying for a range of reasons - language, confidence, neurodiversity, disability and other barriers. You will support team members to make the application process welcoming and accessible

Key Responsibilities

Grant Management

- Leading grant management for specific programmes, working closely with the Project Co-ordinator and Programme Manager to lead grant management for that programme, from development, to assessment, grant offers, grantee support, payments, monitoring, reporting and evaluation.

- Support the wider grants team on assessment and management of other programmes as required.
- Support the development of programme related guidance notes, assessment processes, induction and training of assessors, and onboarding of grantees.
- Writing grant documentation in line with SSE requirements, legislation and partner contracts and requirements
- Support for grantees, including help and advice with onboarding, access to banking, developing appropriate financial systems and support them to manage their grant.
- Undertaking finance checks on grantees to support compliance with grant conditions, including Match Trading.
- ·Supporting payment process and grant payments to ensure they are accurate and timely.
- Support the development of effective grant management procedures and processes that are appropriate for social enterprise grants and that are auditable, efficient and timely.
- Supporting Grant Panel processes, ensuring that these are run within SSE delegated procedures, and are reported to Board in a timely manner
- Supporting wider reporting on grants across SSE and to partner organisations.
- Supporting the Head of Grants to seek appropriate legal advice and advising the Board on compliance with Charity Commission law and guidance with regard to grant making.
- Supporting the Head of Grants to work with the Finance Team, Director of Operations and Safeguarding Lead, to ensure that risks associated with assessment and grant management systems are identified and mitigated, and that systems are compliant with data protection legislation, equalities legislation, safeguarding requirements, UK Subsidy legislation, SORP and other relevant guidance and legislation.

Quality Improvement and innovation

- Support a culture of evidence-based review, reflection and learning across SSE's programmes and learning activity, using this to drive innovation and continual improvement.
- Keep abreast of the needs of social entrepreneurs, community businesses and social and environmental sector leaders to inform the content, targeting and development of SSE's current and future grant making, and use this insight to keep the wider organisation updated about trends and opportunities.

General

- Carry out other tasks that are within the scope, spirit and purpose of the role

Key Relationships

You will work within the Grants Team, supported by the Head of Grants and working with other Grants Managers and the Assessment Lead. You will work closely with the wider Programmes Team, including Programme Managers, Project Coordinators, Learning Managers and Learning Facilitators. You will be line managed by the Head of Grants and Assessment and also work closely with The Director of Programmes, Head of Programmes and Head of Learning.

PERSON SPECIFICATION

Essential

- Experience working with a wide range of social and environmental enterprises, charities or the third sector, ideally in a business development, training or assessment role and an understanding of issues faced by social and environmental entrepreneurs who are leading growing businesses.
- An ability to assess social and environmental enterprises, including understanding and assessing business models and legal structures appropriate to social and environmental organisations and community owned or run businesses.
- A good understanding of the experiences of people from diverse backgrounds, and how this can impact on their experiences of setting up businesses and making applications.
- A good understanding of social enterprise finances, including being able to read accounts, budgets, cashflows and have a good knowledge of social enterprise income streams.
- An ability to understand contracts and legal requirements, and to link these to systems, processes and documentation
- An ability to write complex documents clearly, succinctly and in plain language, and to present information in clear and concise ways.
- A good understanding of setting up and managing basic financial systems, and an ability to explain this to others.
- Ability to manage administrative processes, including the use of CRM and other IT systems

Desirable

- Experience of bidding for and managing grants for a charity or social enterprise
- Experience of starting up and running a social enterprise
- An understanding of the needs of specific areas of social enterprise activity, including environment, community ownership, housing and homelessness.

Personal Attributes

- Strongly motivated by, and committed to, SSE's mission and the social enterprise sector
- A collaborative team player who is equally comfortable working autonomously
- Solutions-focused, resourceful and adaptable in a busy, dynamic environment
- Comfortable working in an informal, entrepreneurial, small organisation

KEY DETAILS

Salary:	From £43,116 (pro-rata) + 5% pension
Hours:	Flexible from 28hrs to 35hrs per week, with agreed core hours, but some flexibility on working patterns
Annual leave:	25 days per annum per annum pro rata + bank holidays
Contract:	Permanent
Flexibility:	Occasional evening/weekend work and travel within the UK may be required, especially to support the SSE Network
Location:	Flexible - Candidates must be based in the UK but can work remotely

Please note, we are unable to accept applications from candidates who require visa sponsorship.

TO APPLY

Our application form can be found **here**. The deadline for applications is Wednesday 2nd September at 9:00am.

Interviews will be held online on 18th and 25th September 2026.

SSE particularly welcomes applications from racialised minorities who are currently under-represented in our workforce. We are committed to building a team that reflects the communities we serve.

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