



school for
social
entrepreneurs

Recruitment information pack

Director of Programmes and Learning

2019

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 others 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 UK-wide five-year learning programme in 12 locations with the support of Lloyds Banking Group and Big Lottery Fund, and a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with corporates such as PwC, Linklaters, RSA Group and others as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation and Guys and St Thomas' Charity. 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.

About the role

Purpose

The purpose of the role is to provide leadership and management of SSE's learning programmes and activity, ensuring everyone at SSE benefits from a thriving learning environment and helping to bring about social change.

This role has a network-wide remit. You will support the development, design and delivery of learning programmes in collaboration with the SSE network across the UK, India and Canada. This will require close liaison with the CEOs/Heads and Learning Managers throughout the network.

The role includes responsibility for overseeing learning programmes operating at local, national and international levels, for assuring the quality of learning provision across the SSE network, for learning about the needs of those we support and understanding what works (and what doesn't) to ensure we continue to innovate, and for leading SSE's grant making activity to support our learners to put their ideas into action.

You will be member of SSE's Senior Management Team and will contribute to the overall leadership of the organisation, representing the organisation at a senior level and ensuring it retains its position as the leading provider of learning and support to social entrepreneurs, community businesses, and social sector leaders.

This role will suit you if you are motivated by the impact social entrepreneurs, community businesses and social sector leaders can have in tackling society's biggest problems and if you are energised by the role that learning and support can play in helping bring about transformational social change.

Job description

Key responsibilities

Leadership

1. Work as part of the Senior Management Team to develop the work of SSE in order to achieve and advance its impact. This includes supporting SSE's national and international network in pursuit of strategic aims.
2. Create a compelling vision for SSE's future learning provision, responsive to the needs of those SSE exists to support and fostering innovation across the team and wider SSE network.
3. Support the development of SSE as an organisation that is constantly seeking ways to learn, develop and to improve its performance, including integrating the use of performance information to shape its activities.
4. Develop and maintain an environment that attracts and retains the best staff and volunteers, including identifying and nurturing talent and leadership skills within the team and wider organisation.
5. Ensure that SSE's values, ethos and policies are relevant, fair and consistently implemented.

Management

6. Build, motivate and manage a high performing Programmes and Learning team, including facilitating collaboration between different team members.
7. Provide effective line management to individual members of staff, setting clear and achievable objectives and supporting their personal and professional development, as well supporting team members with line management responsibilities to carry them out effectively.

8. Provide effective management of, and support to, SSE's freelance Grant Management Team.
9. Manage and develop, as necessary, a strong network of freelance facilitators and volunteers to support the delivery of SSE programmes and activities to students/fellows.
10. Ensure that business and operational plans to underpin SSE's learning and programme objectives are developed, agreed and implemented.

Quality, improvement and innovation

11. Working with relevant team members, contribute to the design and delivery of SSE learning programmes to ensure the integrity of SSE's learning methodology is maintained and the learning journey helps drive social change.
12. Be accountable for the quality of learning programmes and courses across the SSE network, working with relevant team members to undertake and action findings from the annual quality and ensure compliance with agreed quality standards.
13. Working with relevant team members, guide and develop SSE's evidence and impact function to ensure SSE measures the outcomes of its learning programmes and the contribution this learning makes towards students/fellows' achievement of social change.
14. Working with relevant team members, support the exchange of learning and practice across the SSE network, using a range of channels to achieve this.
15. Embed a culture of evidence based review, reflection and learning across SSE's programmes and learning activity, using this to drive innovation and continual improvement.
16. Keep abreast of the needs of social entrepreneurs, community businesses and social sector leaders to inform the content, targeting and development of SSE's current and future learning activities, and use this insight to keep the wider organisation updated about trends and opportunities.
17. Work collaboratively with SSE's Development and External Affairs Director, and team, to communicate the outcomes and learning from SSE's work and to ambitiously develop and diversify the range of products and services that SSE offers in response to needs.

Programme management

18. Be accountable for the recruitment, delivery and effective management of SSE's international, national and London based learning programmes.
19. Be accountable for the development and roll out of the SSE Fellows movement, including working collaboratively across the SSE network in pursuit of this objective.
20. Working with relevant team members and the communications team, ensure that SSE reaches people from diverse backgrounds and that student recruitment is conducted in line with SSE's core value of inclusivity.

21. Working with the Head of Grants, provide leadership and management of SSE's grant making activities including the roll out of innovative Match Trading grants.
22. Ensure appropriate systems, processes, and documentation are in place to manage programmes and report on all aspects of programme, learning and grant making activity effectively and efficiently, including championing the use of Salesforce for programme and grant management.

Financial management

23. Play an active role in the annual budget setting process, leading on the development of the budget on behalf of the programmes and learning team.
24. Manage financial risks, ensuring programmes and services are delivered within budget and be responsible for managing the overall programmes budget, liaising with SSE colleagues and funders as appropriate.
25. Work collaboratively with the Director of Finance and Resources and the Director of Development and External Affairs to manage resourcing needs and to ensure staff/freelance utilisation is as profitable as possible.
26. Ensure effective cost controls such that SSE can maintain a highly competitive market price point and offer, identifying and implementing efficiencies as necessary.

General

27. Service the Grants Committee and attend meetings of the Board of trustees, submitting written reports in advance of those meetings where necessary.
28. Act as SSE's Safeguarding Officer, ensuring compliance with our safeguarding policies and procedures.
29. Support SSE students and Fellows through direct involvement with our learning programmes, as desired (e.g. delivering learning sessions, mentoring).
30. Carry out other tasks that are within the scope, spirit and purpose of the role.

Key relationships

You will work closely with other members of the SMT - Chief Executive, Managing Director, Director of Development and External Affairs, and Director of Finance and Resources.

You will line manage the team's Head of Learning, Network Manager (Quality and Learning), Programme Managers (x3), and Evidence and Impact Manager. Together, your direct reports line manage a further 8 staff. You will also oversee the Head of Grants who manages SSE's freelance Grants Managers.

You will work collaboratively with the wider SSE network including SSE Cornwall, SSE Dartington, SSE North West, SSE Hampshire, SSE Midlands, SSE Yorkshire and North East, SSE Scotland, SSE India, and SSE Ontario.

Person specification

Skills and experience

Essential

- Experience of developing, leading and managing effective learning, training and/or capacity building programmes within the social sector
- Experience of contributing to senior decision making within an organisation and leading a departmental function
- Experience of supporting the development of staff within a team, ensuring they have opportunities to grow and excel in their roles and within the organisation
- Experience of setting and delivering operational workplans and working collaboratively with team members to achieve them
- Strong project management skills, someone who is able to identify tasks and responsibilities and coordinate efforts to meet requirements, including delivery to timeline and budget
- A good communicator who will be able to communicate effectively with people at all levels inside and outside the organisation, including reporting on programme outcomes
- Ability to use Microsoft Office packages such as Outlook, Word, PowerPoint, and Excel

Desirable

- Experience of developing, leading and managing effective learning, training and / or capacity building programmes for social enterprises, community businesses or charities
- Knowledge, insight and understanding of social entrepreneurship
- Experience of programme innovation, development and design
- Knowledge and / or experience of online learning methods and digital channels
- Experience of managing and delivering grant making programmes and services
- Experience of analysing and interpreting evidence-based information
- Experience of working as part of an international organisation and/or network

Personal attributes

- Strategic, someone who is able to work with others to set an exciting vision and remain focused to achieve it
- Someone who is comfortable making decisions
- Collaborative, someone who listens and responds to others' views at all levels within the organisation and enjoys working as part of a team
- Highly organised, able to prioritise a varied and fast paced workload and deliver to deadlines
- Solutions focussed, resourceful and adaptable
- Friendly, with a positive attitude
- Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society

Key details

- Salary: £57,428 - £63,031 (depending on experience) + 5% pension
- Hours: 35 hours per week, 28 hours will be considered for the right candidate. Normal office hours are 9-5 or 10-6. We would be willing to consider job sharing if two candidates have a job share partner and apply together (please indicate on your application letter if you are applying as a job share).
- Annual leave: 25 days
- Contract: Permanent
- Reporting to: Managing Director
- Location: Flexible. We would be willing to consider candidates based anywhere in the UK though please note we would expect 2-3 days/week to be spent with the team in London and the post will require travel across our network in the UK, and very occasionally internationally.
- Flexibility: Some occasional early morning, evening and weekend work may be required and the successful candidate should be willing to adapt his/her working hours to suit the needs of the organisation.

To apply

To apply for the role, please send a copy of your current CV and a covering letter (maximum 800 words) answering the following questions:

- 1. What attracted you to apply for this role?**
- 2. What qualities and experience would you bring to the role of Director of Programmes and Learning at SSE?**

Please indicate your current or most recent salary, mention where you found out about the role and also include the names of two professional referees, including your current or most recent employer (not included in the 800 word count). Please note that referees will not be approached without your prior knowledge and only following a successful application and final interview.

Please send your application to recruitment@sse.org.uk by 10am on Monday 22nd July and title your email 'Director of Programmes and Learning Application'. First round interviews will be held on Wednesday 31st July. Second interviews will be held on Wednesday 7th August.

If you would like an informal discussion about the role with Nicola Steuer, Managing Director, please contact Kylie Dickenson on kylie.dickenson@sse.org.uk who will be able to arrange a suitable time for a call.

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.



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 we are 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)

**Head of Finance (HR) Data Protection Contact: Pauline O'Connor
pauline.oconnor@sse.org.uk 020 7089 9120**