



Recruitment information pack

Outreach & Grant Manager (Freelance)

September 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

About the role

Purpose

Can you support young start up social entrepreneurs in London?

The School for Social Entrepreneurs supports early stage and growing social enterprises throughout the UK, through learning programmes and grants. We support over 1000 social entrepreneurs every year.

We need a freelancer to provide grant management support to social entrepreneurs, particularly to work with young people in London who are starting up new social enterprises working in the area of sport.

Role description

Key responsibilities

The Outreach and Grant Manager will:

- Help us reach young people who are thinking about starting social enterprises in London.
- Support young people to apply for the programme, including providing coaching style online interviews.
- Support with the assessment of applications.
- Undertake grant management, including preparation of grant offer documents, monitoring grants and setting up grant payments.
- Support young people to set up finance and administration systems to enable them to manage their grant, including bank accounts, insurance, financial systems and record keeping.
- Supporting young people to access advice on tax, benefits and accountancy.
- Support on assessment and grant management for other SSE programmes.

Key relationships

The post-holder will report to Head of Grants and work closely with the programme manager accountable for this project.

Person specification

Skills

- Experience of working with and supporting young people
- A good understanding of the pressures and skills required to set up and run a social enterprise.

- 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 assess social enterprises, including understanding and assessing business models.
- A good understanding of setting up and managing basic financial systems, and an ability to explain this to others.
- Ability to manage administrative processes.
- Ability to work independently within a wider team.
- Ability to work flexibly and to commit to at least 2 years to support this programme.
- Based in London or within easy reach of London.

Experience

- Experience of starting up and running a social enterprise (desirable)
- Knowledge of the London social enterprise sector (desirable)
- Understanding a range of social enterprise legal structures (desirable)
- Understanding of tax and benefit systems (desirable)
- Experience of grant management and assessment may be an advantage, but training will be provided. It is more important to have a good understanding of how social enterprises work.

We want to recruit a diverse team, including people who are experienced at working in different sectors, have lived experience of the issues faced by young people, disabled people, people identifying as LGBTQIA+ and/or people from Black and minoritised communities.

Personal attributes

- 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>
<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

Contract: Freelance

Fees: £300 per day: circa £12,000 per programme

Time Commitment:

We will be running three programmes over 2 years and estimate that each programme will require approx. 40 days of support.

This will be an average of 2 to 4 days a month, but will vary over the course of the programme - some months we will require up to 8 to 9 days of support, other months will require much less if any.

The work will be mainly online, but project visits will be required, so the ability to travel around London for face-to-face meetings is required.

A DBS check will be required.

Additional work:

There are likely to be opportunities to take on additional grant management work for other programmes. SSE is running a range of other programmes and we expect to be able to offer additional days to support assessment and grant management on other programmes, taking the total commitment to between 8 to 12 days per month. These days are dependent on contracts and not guaranteed, but flexibility to take on additional work would be helpful.

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 13th October 2023

For any queries about this role, please email Louise Garner, Head of Grants at louise.garner@sse.org.uk.

If you require reasonable adjustments, please email recruitment@sse.org.uk and title your email 'Outreach & Grant Manager Application'.

As we are looking to fill the role by the end of October, we will be reviewing applications as they come in and may call candidates for a preliminary interview ahead of the published application deadline.

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**