



# Recruitment information pack

## **Young Entrepreneur Mentor**

October 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](http://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 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](mailto:recruitment@sse.org.uk)

## **About the Go! London Partnership**

The Mayor of London, London Marathon Foundation and Sport England have come together as funders, in collaboration with London Marathon Events and London Sport, to create Go! London - the biggest community sport fund in the capital. Through this new £19.5 million partnership, together we aim to:

- Build a fairer London
- Strengthen and diversify the capital's sport and physical activity sector
- Reduce barriers to physical activity that children and young people face, to tackle social and economic inequalities.

This partnership is not merely a funding vehicle. By coming together, combining effort, insight and expertise, we aim to simplify the capital's sporting landscape and have a significantly greater impact in using sport and physical activity as a vehicle for social change.

Find out more about the [Go! London Partnership](#)

## **About the Programme**

The Go! London Young Entrepreneurs Start Up Programme is for young people 16-24 from London. It aims to give young entrepreneurs the best possible chance of success, through access to support, learning and funding. The programme will equip them with the skills and networks to start and grow their early-stage business and measure the impact it makes on their local community.

For more information visit: <https://www.the-sse.org/courses/go-london-young-entrepreneurs/>

# About the role

## Purpose

Are you passionate about young people and want to make an impact in their lives?  
Do you love sports and wellbeing?  
Can you support young start up social entrepreneurs in London?

The School for Social Entrepreneurs funded by the Go! London Partnership are supporting young Londoners in early-stage business to grow their social enterprises through a learning programme and grants.

We are looking for committed mentors who can inspire, impact, coach, and mentor young entrepreneurs in business. We are particularly interested in those who are social entrepreneurs with experience working with young people, are within easy commute to London, and those who have experience in sports.

## Role description

SSE's approach to mentoring is based on mutual learning and respect. The mentors' role is to act as a critical friend, balancing asking questions with a large amount of active listening. The mentor helps the mentee to weigh up situations, through a process of reflection, questions, challenge, and feedback allowing the mentees to come to a decision themselves. Mentors will also aid mentees in goal setting and helping them to think of ways to achieve these goals.

## Key responsibilities

The Young Entrepreneur Mentor will:

- Help the mentee with 1:1 business venture development
- Provide inspiration and support from their own experience as a social entrepreneur
- Help mentees to navigate the challenges of developing and materialising their ventures
- Provide any relevant and appropriate advice or resources such as: articles, YouTube videos, books, and any other relevant resources
- Assisting mentees set SMART short-term and long-term goals.
- Report to SSE (middle and end of programme) on the progress of the mentoring relationship, any outcomes or information that needs to be highlighted.
- Ensuring the relevant safeguards are in place during mentoring sessions such as recording when sessions took place, where (online or in public place), the duration of mentoring session, and a written summary and outcomes of sessions. You will receive safeguarding training to fulfil this requirement during your induction.

## Key relationships

The post-holder will work closely with the Learning Manager, Programme Facilitator, and programme manager.

## 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 business or social enterprise.
- A good understanding of the experiences of people from diverse backgrounds, and how this can impact their experiences of setting up businesses and accessing funding.
- A good understanding of business and/or social enterprise finances and have a good knowledge of business or social enterprise income streams.
- A good understanding of business models.
- Based in London or within easy reach of London.

### Experience

- Experience of starting up and running a social enterprise or business (desirable)
- Knowledge of the London social enterprise sector (desirable)
- A background in sports or wellbeing (desirable)
- Experience working with or mentoring young people (desirable)

We are keen to attract a diverse group of mentors, 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
<b>Collaborative</b> We achieve more when we work as a supportive team and partner with others. We have fun together. We ask	<b>Service</b> Friendly, with a positive attitude; with an understanding that we are in service to our social entrepreneurs and fellows

others for help so we can find solutions.	and are committed to providing the best possible experience at SSE.
<b>Trusting</b> 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.	<b>Commercial</b> 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.
<b>Inclusive</b> 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.	<b>Agile and flexible</b> Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.
<b>Entrepreneurial</b> 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.	<b>Can do</b> Solutions focussed, resourceful and adaptable. Will always think 'how might we achieve this.'
<b>Always Learning</b> We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.	<b>Passionate</b> Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.

## Key details

**Fees:** £600 per year (4 x £150 per quarter)

**Time Commitment:**

We will be running three programmes over 2 years. Each programme is 12 months in duration. We are looking for mentors that can commit to 1 cohort or more. The commitment includes:

- DBS check (costs covered by SSE)
- Mentor training & induction
- 4 x 1.5hr mentoring sessions over 12 months (in person or online)

## To apply

We are recruiting 10 Mentors. To apply please complete your application [here](#) using no more than 400 words to answer each of the questions.

**Deadline:** 12:00pm on Monday 27<sup>th</sup> November 2023

For any queries about this role, please email Samantha Sentance, Programme Manager at [samantha.sentance@sse.org.uk](mailto:samantha.sentance@sse.org.uk) .

If you require reasonable adjustments, please email [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) and title your email 'Young Entrepreneur Mentor Application'.

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](mailto: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, 2<sup>nd</sup> Floor, 139 Tooley Street, London SE1 2HZ**

**Reg. Charity in England & Wales (1085465)**

**HR Data Protection Contact: Helen Moules [helen.moules@sse.org.uk](mailto:helen.moules@sse.org.uk)  
020 7089 9120**