



Recruitment information pack

Senior Development Manager

April 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. 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 teams working across the UK, we also have a school in India. Together, SSE is changing lives and transforming communities.

Following completion of a UK-wide five-year learning programme in 12 UK 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 is ready to move onto its next stage of development and programmatic activity. We hold a broad range of 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. 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 Mindful Employer Plus, a 24/7 confidential employee helpline
- Opportunities to train in First Aid and Mental Health First Aid
- Regular 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 purpose of the role is to work with colleagues within the development team to ensure the effective execution of the SSE strategy through securing income streams and building strategic partnerships to help achieve our income goals.

We are seeking someone with exceptional development skills, with a flair for working with people, creating strong and meaningful relationships both internally and externally to the organisation. You will be a confident collaborator with high levels of emotional intelligence. You will be comfortable working across several workstreams, willing to get up to speed quickly and manage a busy workload. You will have outstanding written, and numerical skills, able to write compelling bids and compile accurate complex budgets. You will be an energised and positive team player who is able to engage and collaborate with others, working to specific goals to 'get things done', with an ability to design and secure initiatives which bring long-term organisational benefits.

Working within the frame of our organisational strategy, you will collaborate with team members and proactively develop new strategic partnerships to respond to the needs of social entrepreneurs; building opportunities across the social enterprise sector to cement our position as a market leader; growing our funded programmes and partnerships to achieve impact across places and themes; recognising and harnessing the business value of SSE's Fellows community, supporting innovation, our impact and sustainability goals; and aligning our marketing and communications activity to help drive the achievement of our strategic objectives.

As a member of the Development team, you will contribute to team meetings, engage regularly with other teams, namely Strategic Projects team, Programmes and Learning team, & Finance and Operations team to ensure alignment and that we continue to support and collaborate with social entrepreneurs, community businesses, and social sector leaders.

Job description

Key responsibilities

Income Generation and Business Development

1. Work within our organisational strategy and operational plan
2. Help diversify SSE's income streams.

3. Work proactively to build relationships which have the potential to lead to new business opportunities, identifying areas for mutual, and strategic benefit
4. Identifying potential income generation opportunities and working collaboratively on fundraising initiatives.
5. Contribute to and support the team achieve agreed income targets
6. An ability to confidently hold 'a seat at the table' working with agility in negotiations with external stakeholders
7. Securing new and repeat business across all programmes
8. Creatively shaping new programme ideas and taking existing / new programmes to new market.
9. Contribute to the development of SSE as an organisation that is constantly seeking ways to learn, develop and improve its performance.
10. Build meaningful and authentic relationships across internal teams
11. Identify and capitalise on opportunities to work in partnership with other organisations to amplify our work and impact,
12. Support colleagues within the Development Team to win work linked to themes and places
13. Working with the Director of Development to develop and implement a business development plan that reflects SSEs strategic plan and focus
14. Attending sector events and meetings to raise awareness of SSE's work, build networks, and remain informed about trends and opportunities in the sector.
15. Connecting with students, Fellows and others eligible for our support to build market intelligence and to ensure SSE's activity remains relevant and responsive to their needs.

Writing and Budgeting skills

16. A track record of exceptional writing skills, developing compelling bids and project proposals to generate new business or renewals aligned to SSE's strategic objectives

17. You will demonstrate exceptional numerical skills, with an ability to work across budgets and create budgets for a variety of funders and investors
18. Drive adoption of our database system within the Development team to track development progress.
19. Regular liaison with the SSE Finance team, to update pipeline and ensure all expected income has been received and that expenditure is on track.
20. Work closely with Director of Operations to manage SSE Contracts

General Responsibilities

21. Work as part of a highly skilled entrepreneurial and agile team
22. Bring a 'can do' solution driven approach to the role
23. Gain an excellent understanding of SSE our history, regions and the impact we have made over 27 years. Creating impact through supporting students, fellows and stakeholders
24. Building a good knowledge base of Students and Fellows across the SSE network

This job description is not comprehensive or exclusive and duties may vary from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.

Key relationships

The postholder will be managed by the Director of Development and will work closely with all colleagues within the Development Team. In addition, they will work closely with colleagues across the organisation.

Person specification

Essential

- Proven track record of working as part of a team and a willingness and ability to work creatively and developmentally with colleagues
- Flair for building trusted authentic relationships
- An ability to identify, research and create new opportunities
- Strong relationship management skills, with the ability to relate to people at all levels

- Exceptional ability to produce a range of high quality written and numeric material for both external funders and internal audiences (e.g. proposals, budgets, presentations)
- Previous experience of preparing persuasive propositions, proposals and bid-writing
- Demonstrable direct experience of successful fundraising / income generation from a wide variety of sources (Trusts & Foundations; Public Sector; Corporate)
- Excellent Account Management skills and track record of securing renewals
- Organisational and project management skills, with experience of prioritising a number of concurrent projects
- Ability to deliver against a tight deadline
- Excellent financial management and budget development skills
- An ability to work efficiently and with agility
- Excellent attention to detail
- Track record of delivering commitments to partners / external stakeholders
- Excellent negotiation skills
- An aptitude for working with external stakeholders to deliver a positive outcome in a timely manor
- Digital /IT proficiency
- Highly organised and reliable, able to prioritise a varied and fast paced workload
- Deliver to deadlines
- Flexible, capable of responding positively to new challenges
- Solutions focused, will adopt a problem-solving approach to achieve results
- A firm believer in, a bias towards, the value of empowerment as a tool for social change
- A genuine desire to support SSE and take a part in all we aspire to achieve
- Committed to addressing inequalities and social exclusion

Desirable

- Highly personable with a passion for social entrepreneurship
- A 'can do' approach to working life
- An entrepreneurial approach to all aspects of the role
- Friendly, positive and professional
- Resourceful and adaptable
- A great team player with the ability to think and work independently
- Project management experience including strong software skills
- Experience of using Salesforce CRM system
- Understanding of relevant policy areas e.g. business and social enterprise, third sector funding, Social Value, local economic development.
- Highly proficient in Word, PowerPoint, Excel and business intelligence software e.g. Power BI
- Commitment to ongoing learning and personal development

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

Salary:	Starting £45,729 to £48,514 (depending on skills and experience) + 5% pension
Hours:	35 per week, typical office hours 9am-5am or 10am-6pm.
Annual leave:	25 days pro-rata

Contract: Permanent

Flexibility: Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network

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](#) using no more than 400 words to answer each of the questions.

Deadline: 9:00am on 29th April 2024

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

The selection process will comprise of 2 interviews. First-round interviews will be held online on **Tuesday 14th May**. Second-round interviews will be held in person in London w/c **Monday 20th May**.

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, 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**