



# Recruitment information pack

## **Development Officer**

August 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](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. We run courses that equip people to start, scale and strengthen organisations that make a positive difference. But we are 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.

SSE works in partnership with many of the UK's biggest funders, such as the National Lottery Community Fund, Power to Change and Lloyds Bank Foundation, and we also hold a broad range of strategic partnerships with corporates such as PwC, Linklaters, Royal London. 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](mailto: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 Wisdom, an employee wellbeing app
- Opportunities to train in First Aid and Mental Health First Aid
- 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 & Canada)
- 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 Development Officer role is to identify, generate and respond to new and renewal funding opportunities to ensure the effective execution of SSE strategy. You will work closely with development colleagues to proactively identify new funding opportunities, develop funding proposals and write bids in response to tenders across the public, private and voluntary sectors and across a range of thematic areas. You will bring entrepreneurial flair and a 'can do' approach, boldly developing high quality responses to funding opportunities which help achieve our impact goals.

As part of this role you will;

- Proactively develop new proposals to respond to the needs of social entrepreneurs
- Write compelling bids that support collaboration opportunities across the social enterprise sector to cement our position as market leader
- Quickly digest and respond to complex and time sensitive tender opportunities.
- Grow our funded programmes and partnerships to achieve impact in specific communities or thematic areas
- Recognise and harness the business value of SSE's Fellows community
- Align bids with our marketing and communications activity to help drive the achievement of our strategic objectives.

You will be a collaborator with high emotional intelligence. You will be comfortable working across several workstreams, willing to get up to speed quickly and manage a busy workload where necessary. You will have outstanding written, and numerical skills, able to write professional, compelling bids and accurate 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', as well as to design and deliver initiatives which bring long-term benefits.

As a member of the Development team you will work closely with colleagues, contribute and occasionally lead meetings as required, engage regularly with Communications, Impact and Programmes & Learning teams to ensure bids are aligned with our organisational priorities and that we continue to support and collaborate with social entrepreneurs, community businesses, and social sector leaders.

# Job description

## Key responsibilities

### Writing and budgeting skills

The primary purpose of the role is to support the preparation of winning bids and proposals that generate new business and secure renewals aligned to SSE's strategic objectives.

To be successful in this role you will:

1. Be a key member of a high performing team with an appetite for winning and generating fantastic results.
2. Possess exceptional written skills, with an ability to draft compelling evidence-based propositions across themes and sectors and have a keen eye for detail when proof reading.
3. Have excellent numerical skills and be able to create budgets for a variety of funders and investors.
4. An analytical thinker and researcher. Organised and agile with the ability to manage multiple bids and deadlines.
5. Be responsible for the continued development and maintenance of a bid repository; coordinating, updating and storing resources, data and templates to support the whole team with bid development.
6. Be responsible for identifying, researching and developing bid/proposal opportunities, and work closely with the wider development team to input and collaborate on broader bid development opportunities.
7. Produce high-quality, visually appealing content for prospective funders including slides and proposals.
8. Work closely with Finance Managers to ensure accurate and cost-effective budgeting that aligns with both the scope of the tender opportunity and the financial priorities of SSE.
9. Build and manage relationships with internal / external stakeholders to ensure all bids are prepared, managed and reviewed appropriately and in line with SSE's quality standards.
10. Translate and apply the appropriate strategy for managing bids in order to mitigate risks and capitalise on opportunities within the bid.
11. Schedule and plan bid related tasks including concept design, stakeholder consultation, research and proposal drafting, reviews and approvals.

12. Work with the development team to identify potential bid/funder related risk and develop mitigation plans.
13. Ensure the on-time delivery of high-quality bids with consistent messaging and win themes.
14. Support the impact lead, collating data using dashboards from Power BI, bringing the data together for bids and pitches.

## **Income Generation and opportunity monitoring**

15. Contribute to the generation of agreed income targets for the development team and track opportunities and progress on relevant database systems e.g., Salesforce.
16. Work as part of a highly skilled and agile development team to deliver on the objectives of the Development Plan and SSE's organisational strategy.
17. Contribute to the development team's income generation targets.
18. Build and maintain positive working relationships with colleagues across SSE teams, alerting them to potential income generation opportunities and working collaboratively on fundraising initiatives.
19. You will support the Head of Development to ensure the effective implementation of the development plan, proactively identifying and responding to funding opportunities across the public and private sectors and thematic priorities.
20. Identify and capitalise on opportunities to work in partnership with other organisations to amplify our work and impact.
21. Attend stakeholder meetings as required.

## **General responsibilities**

This job description is not comprehensive or exclusive and duties may be varied 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 report to the Head of Development and will work closely and collaboratively with colleagues across the Development team.

You will also hold and nurture existing relationships with key external stakeholders e.g., partners and funders as well as developing relationships with new potential funders and partners that align with the Development Plan and SSE’s organisational strategy.

In addition, you will work closely with our Programmes & Learning, and Finance and Operations teams.

## Person specification

SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
Extensive experience of developing and submitting bids across a variety of formats and platforms e.g, application forms, bid submission portals such as Proactis, PowerPoint presentations and proposals.	✓	
Experience of developing accurate, cost effective and detailed budgets.	✓	
Excellent project management skills and experience of delivering concurrent bids across multiple funding areas and competing deadlines.	✓	
Experience of devising and delivering effective bid development processes and coordinating, updating and managing bid resources, data and templates	✓	
Experience of developing a pipeline of new funding opportunities and tracking progress on relevant database systems e.g., Salesforce	✓	
Experience working both independently and as part of a multi-disciplinary team	✓	
Experience of working creatively and collaboratively with internal and external stakeholders.	✓	
Excellent attention to detail and computer/IT proficiency.	✓	
Minimum 1+ years' experience writing successful bids/proposals/applications to secure funding for national and regional projects across the public and private sector.		✓
Experience or understanding of public sector funding opportunities e.g., UKSPF, Levelling Up Fund etc.		✓
Experience or understanding of trusts and foundations in the UK		✓
Excellent negotiation skills.		✓
Ability to build relationships and influence key stakeholders.		✓
A natural flair for entrepreneurial thinking and innovation.		✓

Certificate with/member of Association of Proposal Management Professionals (APMP) or similar.		✓
An understanding of social enterprise and a track record of being involved in professional or personal projects that create social change or benefit society.		✓

## 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><b>Collaborative</b> 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><b>Service</b> 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><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.</p>	<p><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.</p>
<p><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.</p>	<p><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.</p>
<p><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.</p>	<p><b>Can do</b> Solutions focussed, resourceful and adaptable. Will always think 'how might we achieve this.'</p>
<p><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.</p>	<p><b>Passionate</b> Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.</p>



## Key details

<b>Starting salary:</b>	£34,050 - £38,323 (depending on skills and experience) + 5% pension
<b>Hours:</b>	35 hours per week
<b>Annual leave:</b>	28 days pro-rata (inclusive of 3 Christmas Closure Days) + Bank Holidays
<b>Contract:</b>	Permanent
<b>Flexibility:</b>	Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network
<b>Location:</b>	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](#), answering the following questions:

1. What attracted you to apply for this role?
2. What do you think makes you an excellent candidate for the Development Officer role within SSE? (Please refer to relevant skills and experiences)

*Please use no more than 400 words in total to answer each of the questions.*

**Deadline: 9am on 13th September**

If you have any questions, or require reasonable adjustments, please email [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) and title your email 'Development Officer application'.

First interviews will be held 17<sup>th</sup> September 2024. Second interviews for candidates taken forward are expected to be held on 20<sup>th</sup> September 2024.

*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 may 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 Compliance Officer: Andy Simpson, Head of Technology & Digital Transformation, 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](mailto:helen.moules@sse.org.uk)  
020 7089 9120**