



# SSE Trustee Recruitment Pack 2024



# Welcome

**From Richard Collier Keywood, Chair of Trustees**

Thank you very much for your interest in becoming a trustee of the School for Social Entrepreneurs (SSE).

SSE helps people develop the skills, strengths and networks they need to tackle society's biggest problems. We were founded by one of the world's most successful social entrepreneurs, Lord Michael Young.

In the past 25 years, we have grown to an international network supporting over 1,000 leaders of social change each year.

Having already embarked upon the first stage of our 10-year strategy, we continue to adjust and deliver against our plan, which sets out our vision for the future. The board plays a significant role in providing leadership and guidance throughout this process and positively challenging SSE to be the best it can be.

We are seeking trustees that will bring new skills, knowledge and experience to help us fulfil our ambitions and achieve maximum impact. We're particularly interested in recruiting trustees that reflect the diversity of the students we support and are representative of the geographic areas we work in.

If you would like to use your talents and skills to contribute to building a better society and be part of an exciting and evolving charity, we'd love to hear from you.

Thank you for your interest in SSE.

A handwritten signature in black ink that reads "Richard Collier Keywood". The signature is written in a cursive style with a long horizontal stroke at the end.

Richard Collier-Keywood, Chair of Trustees

# About the School for Social Entrepreneurs

## What we do

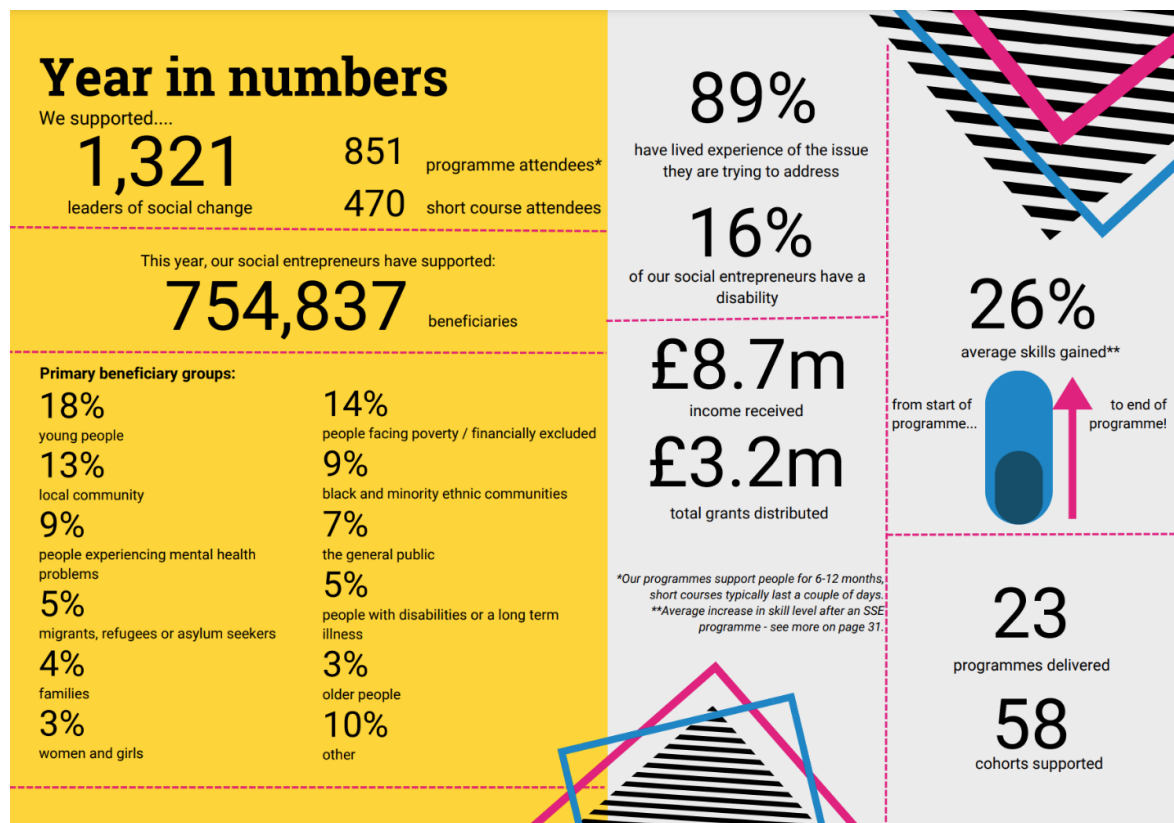
We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs exists. SSE helps over 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. We run courses that equip people to start, scale 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. In addition, we 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.

## 2023/24 snapshot



## Being an SSE trustee

The School for Social Entrepreneurs is a registered charity (1085465) and company limited by guarantee (3900741).

SSE is fortunate in that we have several trustees who have served us diligently and faithfully over a number of years, bringing insights and a historical perspective to the organisation that has enabled us to stay true to our objectives and founding principles. Alongside this we have welcomed new trustees to the board, including Fellows of SSE learning programmes, and are now looking to add 2 additional trustees.

The Board is chaired by Richard Collier-Keywood and is currently made up of 11 trustees.

There are currently two Committees of the Board: Finance, Audit and Risk Committee and People Committee. Other committees or working groups are established for defined timeframes for specific projects/tasks as and when required.

## Key responsibilities

As a member of the Board of Trustees you will be responsible for agreeing the strategic aims, objectives and direction of the charity. You will use your knowledge, skills and experience to ensure SSE achieves its charitable objectives, represents the interests of all its' stakeholders and act as an advocate for SSE. Key responsibilities include:

- Agree and maintain the vision, mission and values
- Ensure SSE complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Maintain proper financial controls and ensure SSE applies its resources exclusively in pursuance of its charitable objects, as defined in the governing documents.
- Ensure accountability
- Support the operational management of the charity
- Maintain effective board performance
- Promote and act in the best interests of SSE at all times

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Many of SSE's trustees also volunteer their time for non-board related activities, such as mentoring students, leading witness sessions, attending graduations, or other opportunities for engagement like the working groups.

*“Over the 6 years I have been involved with SSE I have had the privilege to work with a number of our students. Their enthusiasm and drive is infectious and it is so moving to hear stories of the impact the SSE programmes has had on them as leaders and the wider reach too through their organisations. So when I was asked to move from an independent member of the finance and audit committee to the board I was delighted and excited to accept. I have not been disappointed, the staff team and trustees are a great bunch - each board meeting is inspiring, thought provoking and fun! I am learning a lot.”*

Jill Halford, Trustee

## **Person specification**

Whilst we welcome applications from all, based on a recent audit of our current board we are particularly interested in applications from people who align with one or more of the below statements:

- Reflect the diversity of those we support
- *And /or* Are based and / or are operating / have networks outside of London
- *And /or*; Are SSE Fellows with a social enterprise operating at scale
- *And /or* have expertise in specified areas, detailed below.

### **Reflect the diversity of those we support**

At SSE, we pride ourselves on championing diversity and inclusion. We strive to support people who are often underrepresented at leadership level. Many of the people we support have first-hand experience of the social issue they are seeking to address, and one-third work in the most deprived areas in the UK. It's important to us that our board reflects the diversity of those we support. We also recognise that diverse teams improve the quality and richness of our work, and that diverse connections are essential for creating lasting change. We recognise that our board is currently under-representative of some communities and characteristics, so we are especially keen to receive applications from:

- people from black and minoritised ethnic backgrounds;
- disabled people, including those with learning disabilities and non-visible disabilities;
- people with caring responsibilities;
- LGBTQ+ people;
- people from economically disadvantaged backgrounds;
- people who have lived experience of the social issues that SSE seeks to address.

### **Are based and / or are operating / have networks outside of London**

SSE has a presence in many regions of the UK. To ensure that the trustee base reflects SSE's geographic spread we are looking to recruit UK based trustees who are also based outside of London and / or are operating / have networks outside of London and can bring insights from different local communities and economic contexts to our work.

### **Are social entrepreneurs / SSE Fellows with a social enterprise operating at scale**

We have a strong tradition of appointing SSE Fellows - people who have completed one of SSE's learning programmes - as trustees and would like to expand this further to ensure those we are looking to support are directly involved in the governance of the organisation. SSE works with people at all stages of their entrepreneurial development, and we are particularly interested to hear from those who have grown a successful/scaled social enterprise with a significant turnover and impact.

### **Bring expertise in specific areas**

We are interested in applicants with (1) strong networks with large companies who may be interested in supporting our work or (2) experience in educational pedagogy, and (3) digital engagement and AI.

## 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 others for help so we can find solutions.	<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.
<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 relationships

Key relationships include; Chair of trustees, Richard Collier-Keywood, other trustees, SSE's CEO Alastair Wilson, SSE's senior management team (SMT) and staff across the wider SSE network.

You can find out more about the board of trustees [here](#).

We also encourage trustees to interact with staff by attending sessions and social events.

## Key details

**Remuneration:** The role of Trustee is unremunerated, although reasonable out of pocket expenses will be reimbursed.

**Time commitment:** 4 quarterly board meetings per year in March, June, October, and December. During the first 18 months as a trustee, you will be expected to attend at least two Finance, Audit & Risk committee meetings, which are held online. You may also be expected to attend board working group meetings.

**Location:** 3 board meetings a year will take place in London. 1 board meeting a year will coincide with the trustee's annual away day, held outside of London.

**Terms:** Trustees serve an initial three-year term and are eligible for re-appointment for an additional consecutive term of three years. In exceptional circumstances or when particular skills are an ongoing requirement, this may be longer.



## How to apply

If you would like to be considered to join the SSE board please send a copy of your CV and a one page letter via email outlining why you are interested in becoming a trustee, highlighting how your qualities, experience and skills fit with the requirements of the role to [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk). Please specify if you are an SSE Fellow.

Please use no more than 500 words / 1 A4 page, and title your email 'Trustee Application'.

The deadline for applications is **9:00am on 27th September 2024**.

Shortlisted applicants will be invited to attend an initial discussion with two Board members and the CEO via Zoom. A second stage discussion will then be held with the Chair and further Trustee, most likely in person in London.

### **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/>*



# Trustee Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job / trustee 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;
- location and Equality, Diversity, and Inclusion (EDI) data for monitoring purposes

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 is successful and it makes you an offer. SSE will then share your data 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 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 is successful, personal data gathered during the recruitment process will be retained during your appointment. 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 [dco@sse.org.uk](mailto:dco@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, 13-15 Dock Street, London, E1 8JN**



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

**Data Compliance Contact: [dco@sse.org.uk](mailto:dco@sse.org.uk)**