



Administrator and Events Coordinator (Sheffield Social Enterprise Network CIC, SSEN)

Hours: 21 hours (F.T.E)- Fixed term to end of June 2023

Rate of Pay: £14400 (£24,000 full time equivalent x 60 per cent).

Immediate Start

Sheffield Social Enterprise Network Community Interest Company (SSEN) is a membership based social enterprise, working in Sheffield and the surrounding Sheffield City Region. Our work includes our membership programme, working with partners, consultancy support, delivering events for social entrepreneurs and those working in the sector and advocacy and representation for the sector both locally and nationally. We are seeking an enthusiastic individual to join us to support our work with the Social Enterprise Exchange Programme (www.socentxchange.net).

Social Enterprise Exchange (SEE) is a programme managed by a consortium of specialist social enterprise support organisations and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2014-2020. SEE provides a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion across the Sheffield City Region. The project promotes social entrepreneurship, through awareness raising events, knowledge exchange and peer networking; it provides step-up support for start-ups, including hot-desks, start-up grants and mentoring; and offers specialist enterprise advice and support for existing social enterprises to grow and to develop new products and services.

As a partner of the Social Enterprise Exchange we are looking for someone to lead in coordinating and promoting events and fulfilling the relevant administration necessary in order to fulfil our role within the programme. We are seeking an individual with experience in administration, dealing with budgets and event planning/organising, and interested in working with small to medium social enterprises within the Sheffield City Region. The individual must be able to work independently as well as work to as part of a team. They will be expected to work closely with the Network Coordinator, other team members of SSEN as well as other partners and organisations within the region. The individual will provide support in promoting the programme and organising regular in person and online events and master classes for social enterprises in the region, whilst working closely with the Network Coordinator to support with any relevant SSEN administration. The role will also include using social media and other online platforms to promote the Social Enterprise Exchange and events delivered and hosted by SSEN.





The role is initially offered as a hybrid role of working in the office and from home. For equality and diversity purposes, the role can also be an office only based role for those that are unable to work from home. The individual will have regular meetings with the Network Coordinator, Directors and programme partners and will be expected to attend any events organised and delivered by SSEN as well as relevant partner meetings where required. Some evening work may be required as part of this post.

To apply for this role email us your CV and covering letter telling us how you fit the person specification and why you would like to be a part of our team. Please email them to jodie@ssen.org.uk with the email subject as 'Administrator and Events Coordinator Job Application'.

Deadline for applications is Friday 7th January 2022 at Midday. Interviews will take place between 11th – 13th January according to availability.





Full Job Description and Person Specification

Administrator and Events Coordinator (Sheffield Social Enterprise Network CIC, SSEN)

ERDF Time Allocation: 0.6 FTE Position - 100% on project

Category of Region: 80% Transition, 20% Developed

Reports to: Network Coordinator

Hours 21 hours – Fixed term until end of June 2023

Salary £14400 (£24,000 full time equivalent x 60 per cent).

Introduction

Sheffield Social Enterprise Network Community Interest Company (SSEN) is a membership based social enterprise, working in Sheffield and the surrounding Sheffield City Region. Our work includes our membership programme, working with partners, consultancy support, delivering events and networking for social entrepreneurs and those working in the sector and advocacy and representation for the sector both locally and nationally.

Social Enterprise Exchange (SEE) is a programme managed by a consortium of specialist social enterprise support organisations (of which, SSEN is one) and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2014-2020. SEE provides a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion across the Sheffield City Region, linked to the Regional Growth Hub. The project promotes social entrepreneurship, through awareness raising events, knowledge exchange and peer networking; it provides step-up support for start-ups, including hot-desks, start-up grants and mentoring; and offers specialist enterprise advice and support for existing social enterprises to grow and to develop new products and services.

The Administrator and Events Coordinator will work with the Sheffield Social Enterprise Network supporting the work of the Social Enterprise Exchange by assisting with promotion, planning and organisation of events and masterclasses, as well as project administration, including financial records and budgets.

The post-holder will report to the Network Coordinator





Job Description:

- To work with the Network Coordinator to fulfil any necessary administrative tasks as required by the SSEN management to support the delivery of the SEE programme including to attend and minute relevant meetings with stakeholders, Directors and Partners as necessary.
- To complete SSEN's relevant administration and monitoring consistent with funder requirements
- To plan, promote and complete relevant administration, evidence and monitoring for virtual and face-to-face events, workshops and masterclasses hosted by SSEN. The individual may also be required to help to run/facilitate some of these events and masterclasses.
- To network and connect with social enterprises in the region to promote events hosted by SSEN and the wider Social Enterprise Exchange programme.
- To use social media to promote the Social Enterprise Exchange Programme, events hosted by SSEN and any other relevant content connecting with SSEN's strategy and social enterprises.
- To work with partner organisations and the Network Coordinator to fulfil the delivery of the Social Enterprise Exchange work and to successfully deliver the events, workshops and masterclasses, and to be a part of the planning and delivery for the annual social enterprise conference.
- To attend monthly Social Enterprise Exchange partnership meetings where required and represent SSEN appropriately.
- To attend events delivered by SSEN and any AGM's
- To work closely with other members of the SSEN team and support in other areas as necessary enabling SSEN to fulfil its vision and strategy.
- To complete any necessary administration, budgeting or other tasks required in order for the above to be fulfilled successfully.





Person Specification

Skills and Abilities	Essential/Desired
The individual must be able to work independently	Essential
Good communication skills and the ability to relate to others face-to-face and virtually are essential for this post	Essential
The individual must be able to work as part of a team	Essential
We encourage creativity in our roles as we believe that creativity supports problem solving. It will be an advantage if the candidate can demonstrate creativity.	Desired

Qualifications and Experience	Essential/Desired
The candidate must have a GCSE (or equivalent) in English and Maths	Essential
Ability to work with IT using word, excel, google suite and other basic computer programmes including video call programmes.	Essential
Experience of Administration	Essential
Experience of event organising	Essential
Experience of budgeting and basic finance	Desired
Experience of minute writing and note taking	Desired
Experience of dealing with European Union evaluation and monitoring and/or other funder monitoring and evaluation	Desired
Experience of using social media and tools for social media design and scheduling such as Canva and Hootsuite	Desired
Experience of working or volunteering with the voluntary, community and third sector	Desired





Character and Personal Qualities	Essential/Desired
The candidate should be able to be professional and approachable	Essential
The candidate will ideally have an interest in social enterprise or membership organisations	Desired
The individuals should have a drive to learn about the sector	Essential
A willingness to work independently as well as under supervision is required	Essential
The ability to learn quickly will be an advantage	Desired
The individual should be confident and able to liaise with partners as appropriate to the role	Essential
The candidate should be able to reflect on their work and take suggestions on-board	Essential
The individual should be a team player	Essential



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