



# Job Description

# Network Coordinator

(Maternity cover)

**Sheffield Social Enterprise Network**  
[ssen.org.uk](http://ssen.org.uk)



## Introduction

Sheffield Social Enterprise Network (SSEN)<sup>1</sup> is a member-led network bringing together social entrepreneurs, social enterprises and those who support them.

Our **vision** is for Sheffield to be a hub for Social Enterprises and for them to be a part of delivering a strong social, environmental and economic impact for the city and wider Sheffield City Region.

Our **mission** is to build connections, provide expert support, information and opportunities for those working with and in social enterprise, whilst raising the profile of the sector at a local, regional and national level.

The Network Coordinator (maternity cover) is part of a partnership-based initiative, Social Enterprise Exchange (SEE)<sup>2</sup>, with whom we are working to provide hands-on support to social enterprises. It is part-funded by the National Lottery Community Fund and European Regional Development Fund 2014-2020.

Our Network Coordinator leads the organisation, plans our strategy and is involved in day to day operations internally as well as an external voice for the organisation and sector.

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<sup>1</sup> [www.ssen.org.uk](http://www.ssen.org.uk)

<sup>2</sup> [www.socentxchange.net](http://www.socentxchange.net)

## Job Overview

We are looking for an entrepreneurial individual to cover maternity leave for our Network Coordinator. You will work alongside our partners to support the city region's social enterprise sector with a focus on network development, communications and advocacy, building on the work that is currently being developed within the organisation and with partners across the Sheffield Region. This is an exciting opportunity to lead a network of social enterprises, identifying opportunities and leveraging resources where appropriate. The post will involve making connections, communicating messages, building networks and advocating for social enterprise, including connecting with the city region's social leaders, decision makers and key players, building on current and new connections, continuing to raise the profile of social enterprise and nurturing mutual support. You'll be great at making connections, communicating messages, building networks and advocating for social enterprise.

## Duties and Responsibilities

- Manage network membership and incoming enquiries.
- Work with the Administrator and Events Coordinator on delivering events for the Social Enterprise Exchange programme. This will include the yearly conference and planning and organising workshops, events and networking opportunities for members
- Support and manage the Administrator and Events Coordinator Role.
- Lead on SSEN's responsibilities for SEE/SSEN work programme.
- Manage website, social media, membership and other communications.
- Build and maintain connections with key stakeholders in the city region.
- Proactively identify opportunities to help grow the social enterprise sector.
- Facilitate sector level consultations and collaborations.
- Be an external advocate for the sector and SSEN whilst building and maintaining strategic connections.
- Work and lead on the work with the Social Enterprise Place steering group and national work with SEUK to deliver the Places vision and maintain Sheffield's accreditation with the programme.
- Report to and attend meetings of the SSEN board.
- Provide reports and attend meetings of the SEE partnership.
- Develop and build on strategies and resources for sustainability of the network and membership.
- Provide one-to-one consultancy advice and mentoring support to social entrepreneurs and community enterprises in the region.
- Undertake such other duties as is reasonably required and agreed with the post holder.

In carrying out these duties the post holder will be required to respect all internal policies and procedures of Sheffield Social Enterprise Network and of the Social Enterprise Exchange programme including on equalities and diversity, environmental, health and safety and GDPR.

## Reporting

Supervision and support for the post will be provided by The Sheffield Social Enterprise Board of Directors and provide regular progress updates to the Board, as well as relevant updates to the partners of the Social Enterprise Exchange..

## Person Specification

### *Essential criteria*

- Current understanding of the strategic context for social enterprise.
- Exceptional cross-team working skills, and ability to build alliances and partnerships between different enterprise support functions and anchor organisations across the Sheffield City Region.
- Experience of project management, preferably in a changeable environment.
- Computer literacy, including programmes such as Word, Excel and Powerpoint and Google Drive.
- Experience of effectively managing client relationships.
- Effective communication skills, both written and verbal.
- Excellent customer service skills, including handling phone and email enquiries.
- Ability to develop creative approaches to problem solving.
- Ability to assess and organise resources, and plan and progress work activities.
- Experience of developing and maintaining a network of contacts.
- Experience of adapting own skills and knowledge to new circumstances.
- Ability to prioritise demanding workloads.
- Experience of managing and delivering events.
- Experience of managing people.
- Experience of working with and understanding budgets.
- Confident, friendly and articulate manner.

### *Desirable criteria*

- A good honours degree (or equivalent experience).
- Knowledge and understanding of the external social enterprise agenda and environment, locally and nationally.
- Experience of organisational development and fundraising.
- Experience of using social media and design programmes such as Canva.

## Terms and conditions

*Salary:* £22,000 (£36,666.66 full time equivalent x 60 per cent).

*Hours:* 21 hour week (Part-time)

*Fixed term contract:* Ending 30 June 2023

*Pension:* A pension scheme is offered with an employer contribution of 6 percent of gross salary.

*Location:* 57 Burton St, Hillsborough, Sheffield S6 2HH

*Holidays:* 25 days annual leave for the full time equivalent, pro-rata for 60% is 15 days plus bank holidays.

*Trade union:* The person appointed is encouraged to belong to an appropriate trade union.

*Duration and probationary period:* The position is linked to delivery of a time limited project. The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

## Applications

By submission of CV (no longer than 2 pages), together with a covering letter of up to two pages of A4 outlining relevant experience and motivation, and contact details for two referees.

Applications should be sent by email to [chair@ssen.org.uk](mailto:chair@ssen.org.uk) including the reference [SSEN-JOB] in the subject line.

**Deadline for applications: 5pm on 16th August 2022**

**Interviews will take place shortly afterwards (please let us know if this causes any problems).**

**Planned start date: 19 September 2022**

## Equal Opportunities Monitoring Form

Please complete this to help us to monitor and implement our equal opportunities policy. This information will be detached from your application form on receipt, and will in no way affect the outcome of your application, and will not be made available to the appointment panel (please circle or delete those not applicable).

### GENDER:

Female  
Male  
Trans Woman/Man  
Non-Binary  
Prefer not to say  
Other .....

### ETHNIC ORIGIN:

Bangladeshi  
Black-African  
Black-Caribbean  
Black-Other (please specify) .....  
Chinese  
Indian  
Irish  
Pakistani  
White  
Other (please specify) .....  
Prefer not to say

### AGE:

Under 25  
25 - 34  
35 - 44  
45 - 54  
55 - 64  
Over 65  
Prefer not to say

### DISABILITY

Do you consider yourself to have a disability\*? Yes No Prefer not to say  
*(\*The loss or limitation of opportunities to take part in the life of the community on an equal part with others due to physical or social barriers and discrimination - definition provided by organisations supporting individuals with a disability and /or long term health condition).*

### DEPENDANTS

a) Do you care for dependent children? Yes No Prefer not to say  
b) Do you care for other dependants? Yes No Prefer not to say  
(For example, elderly or disabled relatives)