



We are looking for an administrator to join our team

As part of the Sheffield Social Enterprise Network's (SSEEN) expansion, as we develop a new programme of specialist support for the Social Enterprise sector in Sheffield, we are looking for an administrator to join our team.

This is an exciting opportunity to work within a dynamic team supporting the development of a network of local social enterprises. You'll be great at assisting with the smooth running of the network by providing support to senior team members, acting as the first point of contact for enquiries. You'll be devising and implementing organisational systems to ensure the proper flow of processes and procedures and that all data is managed effectively and accessible when required. You'll get to know the city's social leaders, decision makers and key players, building lasting connections, raising the profile of social enterprise and nurturing mutual support.

SSEEN is a membership based social enterprise. 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.

Salary

Starting salary: £24,000 full time equivalent, £9,600 for a 14 hour working week (full time equivalent x 40 per cent).

Deadlines for applications

9am on Wednesday 13th December 2023.

For full details and job description please download the job pack below and either send a CV (no longer than 2 pages) and covering letter or up to two pages of A4 or a short video or audio clip outlining relevant experience and motivation, and contact details for two referees.

Job Description

Network Administrator

Sheffield Social Enterprise Network (SSEN)

Introduction

Sheffield Social Enterprise Network (SSEN)¹ is a member-led network bringing together social entrepreneurs, social enterprises and those who support them. SSEN has a mission to enable social enterprises to “achieve greater social impact through making connections, becoming better informed, sharing experiences and leveraging a stronger collective voice”. SSEN has led in successfully gaining accredited Social Enterprise Place status for Sheffield in 2022, following the award of Social Enterprise City status in 2018, and is now aiming to deepen awareness, knowledge sharing and peer support for social enterprise and to expand its reach into the Sheffield City Region (SCR). SSEN is the lead partner on the Social Enterprise Growth Accelerator (SEGA) programme, a new programme of free and comprehensive support for Social Enterprises in Sheffield.

Job Overview

We are looking for an responsible and diligent individual to support the implementation of our Social Enterprise Growth Accelerator (SEGA) programme. This is an exciting opportunity to work within a dynamic team supporting the development of a network of local social enterprises. You'll be great at assisting with the smooth running of the network by providing support to senior team members, acting as the first point of contact for enquiries and devising and implementing organisational systems to ensure the proper flow of processes and procedures and that all data is managed effectively and accessible when required. You'll get to know the city region's social enterprise leaders, building lasting connections, raising the profile of social enterprise and nurturing mutual support.

¹ www.ssen.org.uk

Duties and Responsibilities

- Complete SSEN's relevant administration and monitoring consistent with funder / contract requirements.
- Ensure proper flow of organisational processes and procedures.
- Deal with incoming and outgoing correspondence.
- Process organisational expenses, invoices and payroll.
- Work with the Network Event Coordinator and Network Development Lead to plan, organise and complete relevant administration, evidence and monitoring for events hosted by SSEN.
- Support the facilitation of some of these events as necessary.
- Attend and minute relevant meetings with stakeholders, directors and partners as necessary.
- Compile the newsletter with content received from the rest of the staff team.
- Update areas of the website, including the membership and news pages.
- Communicate with members via the CRM system regarding their benefits and opportunities.
- Fulfil any necessary administrative tasks in order to maintain the membership database and manage current members together with the Network Development Lead.
- Update and moderate SSEN's online / digital resources available to our members.
- Work closely with other members of the SSEN team and support in other areas as necessary enabling SSEN to fulfil its vision and strategy.
- Complete any other necessary administration, budgeting or other tasks required in order for the above to be fulfilled successfully.
- Undertake such other duties as reasonably required.

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 SEGA programme including on equalities and diversity, environmental, and health and safety.

Reporting

Supervision and support for the post will be provided by the SSEN CEO. The post holder will provide regular progress reports to the SSEN Board and the Project Management Group of the SEGA programme.

Person Specification

Essential criteria

- Strong administration skills.
- Ability to assess and organise resources.
- Ability to prioritise demanding workloads.
- Experience of working with and understanding budgets.
- Effective communication skills, both written and verbal.
- Computer literacy, including programmes such as Word, Excel and PowerPoint.
- Ability to develop creative approaches to problem solving.
- Excellent customer service skills, including handling phone and email enquiries.
- Experience of effectively managing stakeholder relationships.
- Experience of adapting own skills and knowledge to new circumstances.
- Confident, friendly and articulate manner.

Desirable criteria

- Current understanding of the strategic context for social enterprise.
- Experience of using social media and design programmes such as Canva.
- Knowledge and understanding of the external social enterprise agenda and environment.
- Experience of organisational development and fundraising.
- Experience in creating and developing newsletter content.
- Experience of supporting publicly (or grant funded) programmes.

Terms and conditions

Salary

Starting salary: £24,000 full time equivalent, £9,600 for a 14 hour working week (full time equivalent x 40 per cent).

Pension

Stakeholder pension scheme offered with employer contribution of 6 percent of gross salary. The minimum employee contribution is 2 percent of gross salary although you can opt to contribute more.

Location

Hybrid working arrangement. Office location a mix of Union St Co-working space and Business Sheffield's 'Business Hub' at Electric Works with a blend of home working.

Holidays

25 days annual leave, plus bank holidays. Works out at 10 days annual leave pro rata to hours worked (40 percent).

Hours

Part-time 14 hours per week (40 percent of full-time equivalent).

Trade union

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

Duration and probationary period

The position is a permanent contract linked to delivery of a time limited project scheduled to end on the 31st March 2025. There is potential for the project to be extended beyond this period for a further 3 years. The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

Equality and Diversity Policy

SSEN recognises the benefits of having a diverse workforce and will take steps to ensure that:

- (a) We endeavour to recruit from the widest pool of qualified candidates practicable;
- (b) Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;

- (c) Where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are underrepresented in the workforce;
- (d) Selection criteria and processes do not unlawfully discriminate on the grounds of sex (including marital status, gender reassignment, pregnancy, maternity and paternity), sexual orientation (including civil partnership status), religion or belief, age or disability; other than in those instances where A Mind Apart Theatre Company Limited is exercising permitted positive action or a permitted exemption;
- (e) Wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups.