



## **We are looking for an advisor to join our team**

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

This is an exciting opportunity for an entrepreneurial individual to work within our growing team and alongside our partners to support the city's social enterprise sector with a focus on one-to-one specialist Social Enterprise support. This is an exciting opportunity to support local Social Enterprise's capacity to grow and be part of a core team leading a network of social enterprises and identifying new opportunities for the sector. You'll be great at making connections, communicating messages, managing client relationships and advocating for social enterprise. You'll get to know the city region's social leaders, decision makers and key players, building lasting connections, raising the profile of social enterprise and nurturing mutual support.

SEEN 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: £37,500 full time equivalent, £22,500 for a 21 hour working week (full time equivalent x 60 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 Advisor**

### **Sheffield Social Enterprise Network (SSEN)**

#### **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. 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 entrepreneurial individual to work within our growing team and alongside our partners to support the city region’s social enterprise sector with a focus on one-to-one specialist Social Enterprise support. This is an exciting opportunity to support local Social Enterprise’s capacity to grow and be part of a core team leading a network of social enterprises and identifying new opportunities for the sector. You’ll be great at making connections, communicating messages, managing client relationships and advocating for social enterprise. You’ll get to know the city region’s social leaders, decision makers and key players, building lasting connections, raising the profile of social enterprise and nurturing mutual support.

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

## **Duties and Responsibilities**

- Lead on SSEN's operational responsibilities for the Social Enterprise Growth Accelerator (SEGA) consultancy programme.
- Manage incoming enquiries through the SEGA programme.
- Meeting with assigned clients and performing an initial diagnostic assessment for new referees into the SEGA programme.
- Signpost new and existing programme participants to relevant associate consultant support and SSEN / SEGA event activity.
- Build connections and manage relationships with key stakeholders in the city region.
- Report to and attend meetings of the SSEN board and the SEGA partnership where required.
- Together with the CEO, to represent SSEN members and the network at meetings, where required and when speaking to local and national leaders or organisations.
- Provide one-to-one consultancy advice and mentoring support to social entrepreneurs and community enterprises in the region.
- Offer advice, information, insights, and recommendations to assist clients in achieving their objectives and resolving challenges.
- Developing project plans to drive changes and improvements.
- Formulate recommendations and solutions with attention to a client's wishes, capabilities and limitations forming reports.
- Proactively identify opportunities to help grow SSEN & the social enterprise sector.
- Develop strategies and resources for sustainability of the network.
- 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 SSEN 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*

- A good honours degree (or equivalent experience).
- Current understanding of the strategic context for social enterprise.
- Knowledge and understanding of the external social enterprise agenda and environment.
- Experience of project management, preferably in a changeable environment.
- Experience of effectively managing client relationships.
- Ability to assess and organise resources, and plan and progress work activities.
- Experience of adapting own skills and knowledge to new circumstances
- Ability to develop creative approaches to problem solving.
- Ability to prioritise demanding workloads. Outstanding communication and interpersonal skills.
- Computer literacy, including programmes such as Word, Excel and PowerPoint.
- Familiar with a wide range of business management software and tools.
- Excellent customer service skills, including handling phone and email enquiries.
- Confident, friendly and articulate manner

### *Desirable criteria*

- Proven experience as business consultant or equivalent.
- Exceptional cross-team working skills, and able to build alliances and partnerships between different enterprise support functions across the Sheffield City Region.
- Experience of organisational development, bid writing and fundraising.
- Experience of developing and maintaining a network of contacts.
- Experience of managing people.
- BSc/BA in business administration or relevant field; MSc/MA in a specialised business field will be an advantage.

## **Terms and conditions**

### *Salary*

Starting salary: £37,500 full time equivalent, £22,500 for a 21 hour working week (full time equivalent x 60 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 15 days pro rata to hours worked (60 percent).

### *Hours*

Part-time 21 hours per week (60 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.