HEAD OF INTERNATIONAL
RECRUITMENT PACK

SOCIAL ENTERPRISE ACADEMY
HEAD OF INTERNATIONAL

LEAD THE SUSTAINABLE INTERNATIONAL GROWTH OF THE SOCIAL ENTERPRISE ACADEMY

Thank you for your interest in joining our team.

We are proud to offer a unique post at the forefront of social enterprise on a global stage.

The Social Enterprise Academy is a social change organisation: we exist to support people who are stepping forward to affect positive social change.

In many social change contexts, people assume that if one is provided with business advice and investment, social entrepreneurship will emerge. We believe that there is a third element – equally important - the provision of transformational learning and development. We focus our learning programmes on the development of practice: the practice of leadership and the practice of entrepreneurship. We support people to turn up as their best selves, so that they have the best possible chance to achieve their social mission, through growing sustainable organisations. Our model is based on the provision of practitioner-led peer learning, which happens to be accredited at degree level. It's great stuff – have a look at our impact review on-line. It works.

With a 15 year track record of successful delivery in Scotland, the Social Enterprise Academy has been sharing its business and learning delivery models for the past 6 years with international partners through a social licence approach. We now have 12 Social Enterprise Academy Hubs at different stages of development in Australia, South Africa, Malawi, Malaysia, Wales, India, Canada, New Zealand, China and Pakistan. This new role will build on this outstanding foundation.

The Academy is now seeking a Head of International to lead the next stage of growth, representing the chance to lead systemic impact, using your skills to collaborate with global social enterprise stakeholders and mission-driven leaders.

This is an exceptional opportunity to support social entrepreneurship on a global level.

We look forward to hearing from you!

Yours sincerely,

Neil McLean
Chief Executive
Social Enterprise Academy
LOCAL TEAMS. GLOBAL CONNECTIONS. SUSTAINABLE SOCIAL CHANGE.

13 Country Teams
1,998 Learning Programmes
15,897 Adult Learners
1,100+ Schools
41,500 Pupils Engaged
60 Local Staff
90 Local Practitioner Facilitators
215 Ecosystem Partners

ARE YOU READY FOR THE CHALLENGE OF GROWING AN INTERNATIONAL SOCIAL ENTERPRISE?
JOBS PURPOSE

To lead the sustainable international growth of the Social Enterprise Academy

Your main responsibility will be to lead and manage the next stage of international impact for the Academy. You will lead on the consolidation of existing work and manage the acceleration of export and replication of the Academy model with our network of local partners, scaling systemic impact.

You will work closely with the CEO, other heads of department, our International Board and Partners, to lead the provision of learning and development in impact and for-purpose ecosystems worldwide.

Your key drivers will be to:

- Facilitate implementation of the Academy model across our international Hub networks, enabling local contextualisation and competitive advantage for world class learning and development
- Inspire exceptional customer experience and manage stakeholder relationships that support the long term sustainability of each Hub to ensure learning is affordable and available for people tackling social and environmental issues
- Collaborate with the SEA Global Learning Lab to provide a catalyst for innovation, quality assurance and accreditation, with rapid sharing of knowledge, experience, approaches and transformational products across the world
- Demonstrate impact and improvement with accurate evaluation and reporting to inform strategic decisions and ensure the Social Enterprise Academy is a learning organisation and network
- Deploy the resources of the Academy efficiently and effectively, ensuring compliance with legislation and implementation of best practice, to achieve strategic plans

Social Enterprise Academy’s international strategy and business plan (2012-22) is closely aligned to achieving the Sustainable Development Goals. It also contributes to several national and global strategies, including Scotland’s Social Enterprise Strategy, Scottish Government’s Internationalising Social Enterprise strategy, and plans for engagement with Africa, Asia, the Americas and Europe. Collaborating with ecosystem partners around the world, you will ensure support reaches people in organisations and communities that are stepping up to change the world.

INVIGORATING INSPIRING EMPOWERING CHALLENGING DIFFERENT OUTSTANDING DYNAMIC ENERGISING ENGAGING ENLIGHTENING IMPRESSIVE EYE-OPENING HELPFUL INFORMATIVE REFLECTIVE INSIGHTFUL INVALUABLE MOTIVATING FUN STIMULATING EXCEPTIONAL PRACTICAL RELEVANT SUPPORTIVE TRANSFORMATIONAL

How learners have summarised their programme in one word
MAIN RESPONSIBILITIES

STRATEGIC PLANNING & GOVERNANCE

Working with the Leadership Team and SEA International Board you will:

- Develop strategic and operational plans to deliver the growth stage of international replication, in line with local, national and international strategic imperatives
- Support effective governance processes, due diligence and engagement of key stakeholders
- Manage the budget and sales pipeline for SEA International CIC to ensure the Academy’s operations are cost effective and financially robust

BUSINESS DEVELOPMENT

Working closely with international market development teams you will:

- Lead market development and prioritisation, holding strategic relationships and developing sales teams to secure the exploration, negotiation and development of new replication hubs
- Manage sales and account management teams to secure high profile and major international contracts and clients, to secure market entry in new territories
- Support hub partners to achieve sales and market development targets in their territories - supporting sales through identifying funding opportunities, preparation and oversight of high quality proposals, bids and tenders to help ensure sustainability
- Build the brand of the Academy to enhance customer experience and contribute to sales, leading direction of international and national marketing and communications plans
- Build strong hub partner and supplier relationships, and develop relationships with strategic stakeholders and sponsors at national and international levels
- Oversee and ensure targets are delivered on major funded contracts and accurately report to funders
SUPPORT GROWTH AND SUSTAINABILITY OF INTERNATIONAL HUBS

Working closely with the SEA Global Learning Lab you will:

- Manage and maintain key partnerships with our International Hub Partners to ensure the growth and development of the international social licence network
- Build relationships and support our International Hub Partners to deliver successful, sustainable Social Enterprise Academy Hubs in their territory
- Support International Hub Partner CEOs and Teams to build and maintain relationships with key national and local stakeholders to expand the learning and development activities of the Hub
- Lead on the co-ordination of induction and operation of the Academy model for current and new social licence partners
- Monitor and analyse evaluation data to ensure continuous improvement of SEA Hubs
- Ensure hub activities operate consistently and ethically within the mission, values, approach and processes of the Academy, and deliver excellent learning and development that exceeds Learner expectations
- Ensure quality systems and policies are maintained to ensure compliance with regulatory requirements and competitive status for tendering

Oversee evaluation, monitoring and reporting from all hubs and partners against targets and key performance indicators in the delivery of the operational plan

ORGANISATIONAL MANAGEMENT

Working closely with the Leadership Team you will:

- Provide effective leadership and management of the International team
- Liaise with Senior Managers and the Global Learning Lab to ensure joined-up support and exceptional customer service for our international network
- Manage relationships with Hub teams and strategic stakeholders, ensuring successful deployment of systems, strategy, support and products to enable effective growth of Academy hubs, enabling high performance of staff and tutor teams, and excellent customer experience
- Contribute to operating policies, risk management and safeguarding, ensuring safe operating environments for staff, associates and learners
- Write high quality reports as necessary
- Contribute to a culture of continuous improvement as a learning organisation
PERSON SPECIFICATION

This is a critical leadership role in the organisation and social economy.

*We are looking for someone who is ready for the exceptional challenge of building an international social enterprise.*

We’re looking for someone up for working with vibrant, entrepreneurial and dedicated people and colleagues and with a good value-fit with our organisation.

*Having the right mind-set, attitude and approach is as important for us as having the right experience and skills. We appreciate that the best person might not have all the listed criteria yet so if you feel your experience and skills will help you to make a great contribution in this role and you have the right mind-set, we would welcome an application from you.*

**ESSENTIAL**

- Outstanding relationship and partnership management skills
- Senior management experience, with excellent management skills of large complex projects, including the ability to motivate teams and organise activity
- Strategic thinking, with a positive outlook and an ability to spot, lead and create imaginative solutions to meet emerging needs
- Excellent communication (both written and oral) and interpersonal skills are essential in relation to both colleagues and clients/customers, internal and external stakeholders
- Excellent people management skills and experience of managing diverse people from different cultures
- Confidence in presenting and hosting, and credibility in representing the Academy to partners and audiences at all levels
- A drive to exceed customer expectations
- Excellent report and proposal writing
- Good IT skills with an ability to make use of data and management information
- Experience of budgeting and financial planning for business growth
- Understanding of and commitment to the values of equal opportunity, diversity and social enterprise
- Experience of international travel, including in developing nations, and the ability to travel solo
- Ability to manage flexible work hours, including late evening / early morning international calls/ teleconferences
- A desire to help change the world through learning and development
**DESIRABLE**

- Experience of designing, delivering, selling or facilitating learning is an advantage
- An understanding of the social enterprise and third sector policy landscape in the UK or internationally
- Experience of working with or in the social economy or Third Sector
- Experience in international development
- Relationships with and knowledge of social enterprises, networks, and key players
- UK driving licence
- A relevant qualification at degree level (or equivalent)
- Keen to work as an integral part of a small, entrepreneurial organisation

**TERMS & CONDITIONS**

**Contract**

- Full Time Permanent Contract
- Salary Range: £36,500 – £43,000
- Annual leave entitlement is 25 days plus 10 public holidays
- Staff benefits include a company pension, childcare voucher scheme, an employee assistance programme and learning and development opportunities
- Notice period – three months
- As an employer, the Social Enterprise Academy is committed to the active promotion of equal opportunities, the Living Wage and the provision of services to the community

**Management and Supervision**

- You will report to the CEO, Social Enterprise Academy
- Supervision will be provided by the CEO, with peer support and collaboration with the Head of the Global Learning Lab and Scotland’s senior managers
- You will line manage the International Team, and provide leadership to Social Licence Partners and Global Region Partnership Managers

**Location**

- Edinburgh, Scotland, based head office with remote working and some solo travel required
- Travel and flexible working across time zones will be integral to the role. You will also be able to draw on and manage a growing team of staff, Associates and resources to meet the demands of the role
HOW TO APPLY

PROCESS

To apply to become the Social Enterprise Academy Head of International, please:

1. Complete the application form
2. Provide a covering letter & CV
3. Send your form, CV and letter to:
   
   karen@socialenterprise.academy by 12 pm Monday, 11th March 2019

4. Shortlisted candidates will be invited to participate in an interview process:
   
   Stage 1: 21/22 March – brief interview, by video conference or in person

5. Selected candidates will be invited to a final stage:
   
   Stage 2: 27/28 March – full presentation and panel interview

If you have any other questions, or would like to arrange to discuss the post please contact:

Karen Veitch | 0131 243 2694 | karen@socialenterprise.academy

Key reference documents are available online: www.socialenterprise.academy

- SEA Replication Case Study
- SEA Social Licence Prospectus
- SEA Impact Review
WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

ekaren@socialenterprise.academy | 0131 243 2694

www.socialenterprise.academy