

# **INTERNATIONAL COMMUNITY COORDINATOR**

## **RECRUITMENT PACK**



**SOCIAL  
ENTERPRISE  
ACADEMY**

# INTERNATIONAL COMMUNITY COORDINATOR

PERMANENT | 28-35 HOURS PER WEEK

£18,000 - £20,000 PRO RATA PLUS COMPANY BENEFITS

BASED IN EDINBURGH CITY CENTRE

**Thank you for your interest in becoming our new International Community Coordinator.**

The Social Enterprise Academy helps thousands of people to develop themselves and their organisations so that they can change the world for the better.

Through dynamic learning and development programmes facilitated by our network of skilled Learning Facilitators, we help entrepreneurship and leadership to flourish in organisations, networks, schools and colleges. We work with social entrepreneurs, chief executives, frontline teams, young people in and out of education and many others to support anyone contributing to social change.

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 13 Social Enterprise Academy Hubs at different stages of development in South Africa, Malawi, Rwanda, Zambia, Egypt, Malaysia, Indonesia, Pakistan, India, Canada, Australia, New Zealand and Wales. This new role will build on this outstanding foundation. This is a key role and will support the International team and the Head of International on the development of a global network of learning and development Hubs.

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.

Yours sincerely,



Neil McLean

**Chief Executive**  
**Social Enterprise Academy**

## JOB PURPOSE

To support the International Team and the Head of International in the development of a global network of learning and development Hubs and the coordination of our direct delivery programmes.

## MAIN RESPONSIBILITIES

### Hub Network Coordination/ Customer Service

- To support the International team in delivering outstanding learning and development around the world.
- To be an efficient and welcoming point of contact for SEA International, ensuring that the Hub network in particular is well served. This may include scheduling webinars and securing newsletter content.
- To be a resourceful, self-starter who can troubleshoot issues across the Hub network.
- To support with the collection of information and data from the Hub network.

### Programme Coordination

To work with the International Managers, overseas partners and clients to:

- Make the arrangements for learning programmes, activities and events including collating learning materials, booking venues, catering and equipment.
- To liaise closely with and support Facilitators to effectively deliver learning programmes.
- As required, recruit and support suitable learners onto learning programmes and help ensure key learner targets are delivered.

### Programme Administration

- To coordinate the administration for learners undertaking City and Guilds qualifications.
- To update programme monitoring documents, feedback and evaluations.
- To administer and input all necessary data onto the Learning Management System.
- Book travel, accommodation and arrange visas for the International team and Facilitators.

**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**

# PERSON SPECIFICATION

This post will require an energetic and passionate individual who will contribute significantly to our work with clients and partners all over the world, providing outstanding customer service that supports a high energy, community environment.

## ESSENTIAL

- Experience in administration and co-ordination with attention to detail and commitment to deadlines.
- Excellent IT skills: Microsoft office, especially Word, Excel, Outlook and Access.
- Excellent communication skills, and comfortable with all major forms of digital and video communications such as Zoom, WhatsApp and Skype.
- Ability to collate and present information clearly.
- Self-starter who enjoys working independently and as part of a team.
- Organised, enthusiastic, efficient, and responsible individual.
- Easily and quickly builds credibility and rapport with clients and partners.
- Passionate about building a community of people around the world.
- Open-minded and values community, diversity, and inclusion.
- Commitment to the values of social enterprise.

## DESIRABLE

- Experience of working in the third sector
- Experience working with International partners/stakeholders
- Knowledge of City and Guilds systems and processes

## HOW TO APPLY

1. Complete the application form
2. Provide a covering letter and CV
3. Send your form, letter and CV to [karen@socialenterprise.academy](mailto:karen@socialenterprise.academy) by 1pm, Monday, 29 July 2019
4. Please note that interviews will take place on **07 and 08 August 2019**

**If you have any other questions please contact:**

**Karen Veitch | 0131 243 2694 | [karen@socialenterprise.academy](mailto:karen@socialenterprise.academy)**

## TERMS & CONDITIONS

- 28 – 35 hours per week (fulltime – 35 hours)
- Annual leave entitlement is 25 days plus 10 public holidays pro rata
- Staff benefits include a company pension, childcare voucher scheme, an employee assistance programme and learning and development opportunities
- Notice period – one month
- The Social Enterprise Academy, as an employer, is committed to the active promotion of Equal Opportunities, the living wage and in the provision of services to the community





Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering





# SOCIAL ENTERPRISE ACADEMY

leadership | enterprise | learning | social impact

[www.socialenterprise.academy](http://www.socialenterprise.academy)

## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

[karen@socialenterprise.academy](mailto:karen@socialenterprise.academy) | 0131 243 2694



SocEntAcademy



sea\_worldwide



Social Enterprise Academy