



**SOCIAL
ENTERPRISE
ACADEMY**

GET ON BOARD

**SOCIAL ENTERPRISE ACADEMY
BOARD RECRUITMENT PACK**

60

**Local
Staff**

13

**Country
Teams**

15,897

**Adult
Learners**

1,100+

**Schools
Participate**

215

**Ecosystem
Partners**

1,998

**Learning
Programmes**

WELCOME!

Thank you for your interest in playing a key role in shaping the expanding national and international work of a leading social enterprise learning organisation.

We are keen to make our recruitment process as accessible as possible for you. Please contact us if there is any additional support we can give or particular adjustments we can make (for example: information in alternative formats or any access requirements for attending our information events or interviews).

At the Social Enterprise Academy, we deliver learning and development programmes supporting people and organisations working for social change. As a social enterprise, we help people to develop themselves, their teams and their organisations to create sustainable businesses and have greater social impact.

Our Social Enterprise in Education programme, launched in 2007 in partnership with the Scottish Government, has now supported over 1,000 nurseries, schools and colleges across Scotland to set up pupil-led social enterprises.

Since starting in Scotland in 2004, we have also replicated internationally and now have hub teams around the world.



[Find out more about us.](#)

WHO ARE OUR BOARD?

On our main board we have nine board members – two women and seven men. Six come from mainly private sector careers, and all have a range of governance experience in different sectors. On our International board we have four board members – one woman and three men. [Learn more about our board.](#)

WHAT ARE OUR VALUES?

Leading empowerment

We enable a culture of life-long learning; personal growth and critical thinking.

Enterprising collaboration

We experiment and stay curious, creating connections to seize opportunities around a shared excitement for what could be possible.

Authentic integrity

We lead by example with honesty and transparency.

Responsibility with trust

We trust and respect the skills, specialism and contribution of everyone we work with.

Nurturing kindness

We create safe spaces for demonstrating empathy, humility, compassion, playfulness and care, and we appreciate each other's skills, contributions and successes.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

We believe that, in the long term, **having a diverse and inclusive board** makes for better discussion, better decision making and better organisational impact. **It also better reflects the people, businesses and communities that we support.**

We encourage applications from those typically underrepresented on boards and from those who feel that they can bring additional and alternative experiences and perspectives.

We will do **all that we can to support the full participation of all board members**, whatever their characteristics. Our diversity and inclusion policy is included with this recruitment pack and sets out this commitment. **[Read our Board Diversity Policy.](#)**

WHO ARE WE LOOKING FOR?

We want to recruit up to four board members with **varied personal and professional characteristics and experiences**. We are seeking people with shared values around achieving social impact through learning and development, but with different ways of thinking and doing things.

Ideally we will **appoint at least two board members** by January 2020.

Two further appointments will have the option to work on a shadowing basis through 2020, joining the board by January 2021.

We also want to recruit for **committee and advisory roles** with the Academy.

As well as having the wider professional skills and experiences that we need on the board we also want a board that reflects and understands the people that we serve. We are particularly interested to hear from applicants with experience in the following areas:



We will choose the candidates who, overall, offer the best contribution and fit with our values. **Relevant skills and experience are important but previous board experience is not essential, nor is a long career at a senior level.** Applications from first-time board members are welcomed. All board members will be given **a full induction** and will be supported to maximise the value of their contribution.

Through this recruitment process, we will also be considering whether some applicants who are not chosen for a board role might be open to a committee or advisory role with the Academy.

[Read our GDPR and privacy policy.](#)

WHAT DOES BEING A BOARD MEMBER MEAN?

As a board member you will work with our Chair, fellow board members and our Chief Executive to contribute towards the future of the organisation. Your work will help ensure that we continue to deliver a high quality service and encourage innovation in learning and enterprise. **You will be legally responsible for the organisation and will be supported in fully understanding how to carry out your role. You will provide ideas, insight, feedback, and will challenge to help increase our reach and impact.**

WHAT IS THE TIME COMMITMENT?

A minimum of 45 hours per year, including:

- Up to 15 hours of board meetings a year (4-5 meetings of 2-3 hours)
- Additional time for the required preparation
- One annual review/away meeting up to 8 hours
- One staff engagement meeting up to 4 hours
- Annual self-assessment and board performance process up to 8 hours
- By the start of their second year all board members are expected to support wider governance processes, in particular board subcommittees or work in other groups outside the board meetings. This could amount to a further 10 hours
- Over their time on the board, board members are expected to represent the Academy at networking and other events (likely to be at least one per year)
- On occasion, and matching their skills, board members are expected to offer direct support to high level or operational projects.

**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

WHY APPLY?

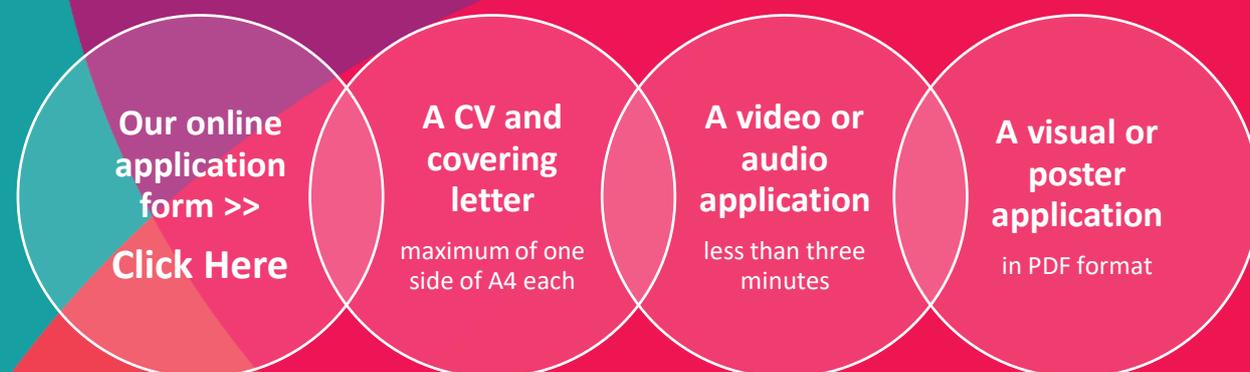
This is a unique opportunity to join a motivated and committed Board who are working together to shape the future of a leading learning and development organisation supporting social change. Given the Academy's role in national policy discussions and its international replication, you will have influence considerably beyond the immediate reach of the Academy.

Through your Board role you will expand your contacts, knowledge and skills and you will connect with a vibrant and committed group of staff, facilitators and learners in the fast-growing space around social impact.

WHAT'S THE APPLICATION PROCESS?

Because of our commitment to diversity and inclusion, we are running the recruitment over an extended period. **The deadline for applications is midnight on 16 September 2019.**

We appreciate that one size does not fit all and that some people come across better in different ways so please choose **ONE** way to apply using the options below:



Whatever approach you use, you must make it clear why you would be great as a board member of SEA and what you would hope to gain from the role. Your application will be handled in confidence (see our **privacy policy**) Please send your application to our HR and Business Officer, Karen Veitch; **karen@socialenterprise.academy**.

We are keen to make our recruitment process as accessible as possible for you. Please contact us if there is any additional support we can give or particular adjustments we can make (for example: information in alternative formats or any access requirements for attending our information events or interviews).

BEFORE YOU APPLY

We are offering opportunities for you to engage with us before applying.

You may arrange an informal phone/Skype/WhatsApp/Zoom conversation with our Chief Executive or Chair. Please contact Karen Veitch to arrange this; email karen@socialenterprise.academy or telephone 0131 243 2694.

You may attend a lunchtime or evening session to meet staff, board members, and those who have delivered or have been a learner on SEA programmes. You'll hear more about the organisation and you may ask questions to help with your application. Depending on interest, these events are likely to run on:

- **Edinburgh:** 29 August 12:45-14:00 (lunch provided) at Thorn House, 5 Rose Street, Edinburgh, EH2 2PR | [RSVP >>](#)
- **Glasgow:** 3 September 17:30-19:00 (snack provided) at the Whiteinch Centre, 1 Northinch Court, Glasgow, G14 0UG | [RSVP >>](#)
- **Inverness:** 9 September 12:45-14:00 (lunch provided) at the Muir Hub, Great North Road, Muir of Ord, IV6 7SU | [RSVP >>](#)

All dietary requirements and preferences will be catered for and all of the venues above are wheelchair accessible.

AFTER YOU APPLY

After an initial review of applications, we will invite shortlisted candidates to a session involving a group discussion and paired discussions with other applicants, board members and staff. This will cover a range of topics and will allow you to demonstrate your interpersonal and other non-technical skills and your thinking style.

These discussion sessions will take place in Edinburgh on:

- 26 September 2019 - 11:00 – 15:00 (lunch provided) at the VT 6 Youth Café, 11-15 Vennel, Edinburgh EH1 2HU
- 03 October 2019 - 11:00 – 15:00 (lunch provided) at the VT 6 Youth Café, 11-15 Vennel, Edinburgh EH1 2HU

Following these sessions candidates will be invited to attend an individual interview at the Social Enterprise Academy office in Edinburgh or via Skype/Whatsapp/Zoom on 10 or 11 October 2019.

Individual interviews will last approximately 45 minutes.

We will cover reasonable travel and related costs. Please contact us in advance if this support is required.

Thank you for your interest in the Academy. We look forward to hearing from you.



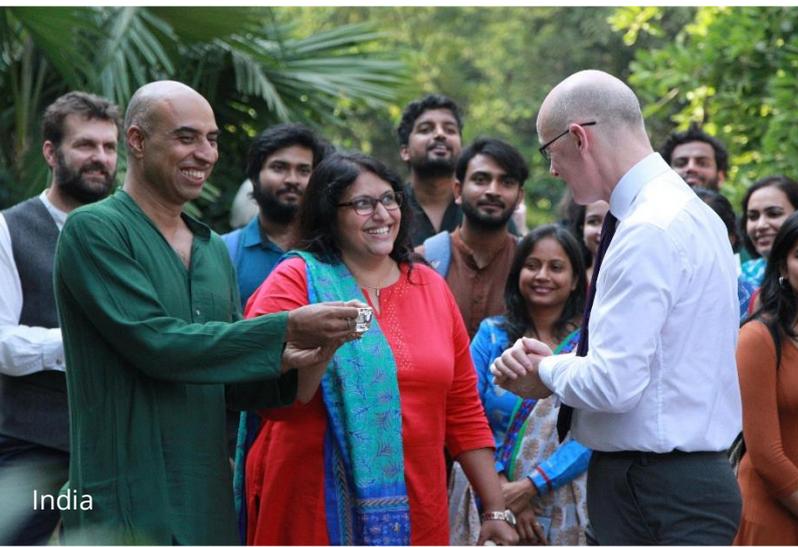
Malaysia



Zambia



Global Gathering – Scotland



India



Australia





SOCIAL ENTERPRISE ACADEMY

leadership | enterprise | learning | social impact

www.socialenterprise.academy

WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

karen@socialenterprise.academy | **0131 243 2694**



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