

Job Description

**Job Title: Network Manager**

**Accountable to: WLSEN Board of Directors**

**Hours: 28 hours per week**

**Salary Scale:**  **£33,000 per annum (Pro Rata - 35 hrs)**

**Fixed term: 12 months initially but may continue if funding available**

**Location: Polbeth Community HUB (some home working may be possible)**

**Introduction & Background:**

West Lothian Social Enterprise Network (WLSEN) is a membership organisation that aims to support and develop social enterprises in the area. WLSEN offers peer support, resource sharing, market development, promotion of local social enterprise and a focal point for issues specific to social enterprises in West Lothian.

The Network has been operating for over 7 years, is a registered Charity and a Company Limited by Guarantee and is governed by a voluntary Board of Directors. It is currently contracted to deliver support to social enterprises in the area by West Lothian Council and on behalf of Voluntary Sector Gateway West Lothian (VSGWL), it delivers the social enterprise support element of the local Third Sector Interface contract.

WLSEN has a good profile with local strategic partners and now boasts a membership of 66 social enterprises across West Lothian.

**Objectives of the Network:**

* Help social enterprises become more sustainable in relation to their triple bottom-line socially, economically and environmentally
* Raise awareness of social enterprise in West Lothian and increase understanding of the added value social enterprises bring
* Help increase the visibility of social enterprises in West Lothian locally and nationally.
* Work positively at a local and national level, engaging with partners such as West Lothian Council and Voluntary Sector Gateway West Lothian
* Contribute to the wider economic, social and cultural agenda and debates in West Lothian
* Foster a culture of mutual support and co-operation amongst social enterprises and inform members of issues, developments and opportunities.
* Foster growth within the sector including taking initiatives that will increase trading activity, innovation and business development.
* Represent members at a local and national level

**Main Duties of the Post:**

Strategic & Operational

* To undertake the strategic and operational development of WLSEN, in consultation with the Board and relevant stakeholders
* To manage the effective fulfilment of objectives and reporting in line with current contracts & funding.
* To manage financial reporting and budgets including presentation to the Board
* To provide timely reporting to the Board & to support or facilitate action for the Board to ensure that they have the capacity for effective governance
* To undertake the compliance of governance arrangements within WLSEN in line with the Network’s charitable and legal requirements
* To lead and manage a small staff team to achieve the Network’s objectives.
* To income generate to develop and broaden WLSEN activity.

Developmental

* To meet the needs and support the development of aspiring and existing social enterprises in West Lothian
* To increase and sustain membership of WLSEN with a wide range of West Lothian based social enterprises and enterprising third sector organisations
* To engage and liaise with relevant stakeholders and to represent WLSEN and its members at relevant fora and to contribute to the achievement of each of their objectives.
* To respond to policy initiatives and consultations on behalf of the WLSEN Membership.
* To raise the profile and be the voice of the social enterprise sector in West Lothian
* To measure the impact of the sector in West Lothian and to communicate to strategic partners.

A detailed 6 month work plan and outcomes will be agreed in discussion with the successful candidate.

**Person Specification**

WLSEN is currently a small team of two, and postholders are expected to be collaborative, flexible and hands-on in managing daily tasks. The Network Manager position is a great opportunity for the ideal candidate to enhance and grow the social enterprise sector in West Lothian.

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| **Essential** | **Desirable** |
| Experience in a management or project management role | Management / Business / Leadership  qualification |
| Experience of effective partnership working, establishing relationships with a wide range of individuals and organisations. | Awareness of and familiarity with key partners in West Lothian & nationally in terms of the social enterprise sector. |
| Strategic thinking and an ability to develop new initiatives as well as delivery and reporting on current initiatives. | Experience in facilitating events and  training programmes |
| Understanding of the Social Enterprise model, the opportunities and challenges and the support structure in Scotland. | Experience of running a social enterprise |
| Business / entrepreneurial experience, voluntary sector experience including financial planning, business planning, impact and monitoring and evaluation governance & constitutional issues. | A good knowledge and practical experience of financial management |
| Line management experience with proven communication and team working skills. |  |
| Excellent written, verbal communication & computer skills and a familiarity with social media platforms. |  |
| Excellent organisational / time management skills and ability to work to deadlines |  |
| Self-motivated and self-sufficient. Able to use own initiative and problem solve |  |
| Full, clean driving licence and access to own vehicle with business insurance |  |
| Flexible approach to working (e.g. occasional evenings, overnight travel or weekend days) |  |

**CONDITIONS OF SERVICE**

**Hours**

28 hours per week

**Contract**

Fixed term of 1 year with extension subject to funding.

**Location**

Based in Polbeth Hub, with travel throughout the local authority area & occasionally nationally.

Some home base working may be possible.

**Annual Leave**

The holiday year runs from 1st April to 31st March. Your annual holiday entitlement in any holiday year is 25 days, (Pro Rata) excluding all public holiday entitlement. In addition you are entitled to 10 (Pro Rata) public holidays.

**Accountability and Support**

The Network Manager will be supervised and directly accountable to WLSEN Board of Directors

**Responsibility**

Line Management of staff

**Pension**

WLSEN offers a workplace pension with Smart Pensions for all eligible staff.

**Equal Opportunities**

WLSEN is committed to being an Equal Opportunities employer.