

# **EDUCATION MANAGER RECRUITMENT PACK**

**Closing Date: 27 July 2021**

**Interviews: 4 – 6 August 2021**



**SOCIAL  
ENTERPRISE  
ACADEMY**

# Education Manager

**PERMANENT | FULL TIME** (35 hours per week with flexible working opportunities)

**SALARY £27,500 PLUS COMPANY BENEFITS**

**BASED IN CENTRAL SCOTLAND – WORKING FROM OUR EDINBURGH OFFICE ONE/TWO DAYS A WEEK WHEN REGULATIONS ALLOW** (currently remote working due to Covid-19)

**Join us to help create a social enterprise in every school in Scotland in the next 3 years.**

**Thank you for your interest in our Education Manager role.**

In their **10 year Strategy for Social Enterprise**, the Scottish Government announced its ambition to see a social enterprise in every school in Scotland. We have been tasked with leading on the delivery of this goal.

“If you could create a business to solve any social issue in your community, country or the world, what would it be?” This is what we ask young people across Scotland every year. The result? Innovative social enterprises that are completely pupil-led and solving the issues that matter most to them.

From making sustainable crafts to funding community defibrillators to tackling local unemployment through computer coding classes, these young people are stepping up, taking action and demanding change.

Since the Social Enterprise in Education programme began we’ve had over 1,600 school engagements across Scotland and in that time we have seen young people change how they see themselves and grow hugely in confidence while building essential skills for the future. We work with nurseries, primary and secondary schools and schools for young people with additional support needs.

Your role will be to lead on this activity for your area, providing strategic planning and a vision for growth of the programme in your Local Authorities and working with the rest of the education team and education to make this vision a reality. As part of a highly motivated team, this opportunity offers variety, satisfaction and a great opportunity to lead positive change in your area and be part of something that is making a difference to Scotland.

We look forward to reading your application!

Yours sincerely,



Neil McLean

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

## JOB PURPOSE

To manage the roll out of Social Enterprise Schools in all schools in your area developing relationships with key influencers in Local Authorities, Schools and Social Enterprise Networks. To lead on the success of social enterprise activity at school level, managing School Support Officers, Programme Coordinators and working with Education Facilitators to ensure the growth of the programme, an increased uptake by schools, that stakeholders have a high quality experience and that positive impact on young people, school staff and communities is exceeded in your area. Working as part of a team to support the creation of a youth-led sustainable social enterprise in every school in Scotland.

## MAIN RESPONSIBILITIES

### LEAD ON THE GROWTH OF THE PROGRAMME, RECRUITMENT OF SCHOOLS FOR YOUR AREA AND RAISE THE PROFILE

#### Working closely with Head of Education, Education Managers and Education team you will:

- Lead on the implementation of the vision, market development and sales strategy for your area, identifying current key aims and priorities of each local authority in your area to determine the most appropriate support you can offer to deliver their objectives through Social Enterprise Schools
- Lead on recruiting schools, maintaining high standards and supporting existing schools in your area
- Nurture client relationships, networking and providing ongoing and excellent customer service to clients, funders and partners, representing and promoting Social Enterprise Schools at education, learning and development, and networking events across your area
- Build the profile of Social Enterprise Schools in your area, building and maintaining strong partnerships with key stakeholders in the public and third sector including local authorities, Further and Higher Education institutions, Ministers, MPs, MSPs and youth related stakeholders to ensure wider support for young people and the growth of the programme
- Work with the Education Product Manager to develop technical solutions, including supporting the training, roll out and evaluation of any digital offer included in the programme
- Work with Education Business Development Officer to identify potential funding / sponsorship opportunities, supporting and monitoring projects that come with additional funding to ensure the activity supports our programme, meets the funders needs and impact is reported

## Manage the support available for schools in your area and report on success

- Drive direct sales and delivery of Social Enterprise Schools, effectively using the networks that exist within schools, Local Authorities and Regional Improvement Collaboratives to promote the programme
- Manage the support for schools undertaking social enterprise activity and our Social Enterprise Schools Awards in your area. This includes ensuring Programme Coordinators allocate Facilitator time efficiently, Schools Support Officers share appropriate resources and support schools to develop their social purpose and their business plans
- Maintain links with key agencies and partners in the field of education and social enterprise including local Education Scotland contacts, Regional Improvement Collaboratives, Local Authorities, SQA (or future equivalent), Social Enterprise Networks, Third Sector Interfaces, Social Enterprises, Development Trusts, Bord na Ghaidlig, Skills Development Scotland, British Council, youth organisations, Young Enterprise Scotland and other organisations supporting young people
- Manage the CPD Programmes in your area, working closely with Education Facilitators to adapt the programme to the group and context, and delegate roles to team members to ensure tech support or physical venue, refreshments, materials and guest speakers are all in place
- Support the School Support Officers to ensure all enquiries from teachers and schools are fully met and provide information about the programme and support them in getting started, including highlighting where the programme links to the Curriculum, qualifications and Developing the Young Workforce strategies as well as their current expectations, requirements and plans
- Manage the team in your area to organise Dragons' Den events for schools and Local Authorities, working with the Education Marketing and Communications Officer to support promotion
- Coordinate assessment visits to schools, supporting school needs in the run up to the Awards and contribute as an integral member of the team for planning the Awards and on the day
- Provide planning, reporting and statistical information for your area including one year plans for the growth of the programme in your area, progress towards targets and KPIs
- Monitor the evaluation of delivery in your area to ensure the programme is having the desired impact on young people and is delivered to a high standard, exceeding learner expectations
- Actively seeking opportunities to engage with partner organisations who can support our mission and/or who we can collaborate with to enhance the experience for young people
- Support the Education Product Manager with the development of our product and its inclusivity by identifying current trends/needs in education institutions and youth organisations
- Work with the Education Product Manager to share information from your local SQA (or future equivalent) representative to identify best links, develop our mapping, ensure our offer is up-to-date and inform the accreditation of the programme
- Support the Education Marketing and Communications Officer to develop a Marketing Plan and support the strategic actioning of its priorities (including website and social media) in order to support the Academy wide sales and marketing strategy
- Support the Programme Coordinator to ensure the annual Awards Ceremony is a high quality, meaningful experience for all involved, identify potential sponsors for event and support on the day itself
- Work closely with the Global Learning Lab and wider Academy staff team to utilise existing networks and maximise opportunities for collaboration

## Manage team members and support education facilitators

- Provide supportive management to the Programme Coordinator and/or School Support Officer, contributing to the success of the team as the programme scales up, including working with them to identify their training needs and supporting their professional development
- Create a peer support group with the other Education Managers to support each other
- Work in an open, transparent and collaborate way, sharing with the team successes and challenges from your area during team meetings and report quarterly on progress in your area
- Work with a diverse team of Associate Education Facilitators to continue developing Social Enterprise Schools in line with the needs of young people and in response to demand
- Provide ongoing professional support to the team, establishing and disseminating best practice
- Work closely with the Head of Social Enterprise in Education and contribute as an integral member of the team to support the development and success of the Social Enterprise Academy

# PERSON SPECIFICATION AND ADDITIONAL INFORMATION

**For this rewarding and demanding position, we are looking for a candidate who has the broad mix of qualities, skills and experience that we see as important to the role. We would like to hear from you if you recognise yourself in the general description below and are excited about developing or acquiring certain of these attributes as you progress.**

## Essential

- A natural communicator and excellent listener with the ability to adapt your style to a range of situations
- Energetic and passionate about enabling young people to fulfil their potential
- An inspiring, engaging 'people' person. You build relationships quickly and easily, seeing connections wherever you go
- You have an understanding of the challenges facing Local Authorities, head teachers, teachers and support workers in helping young people develop skills for learning, life and work – or are willing develop this
- You have knowledge of the Scottish Education system and in particular the Curriculum for Excellence, Developing the Young Workforce and Getting It Right For Every Child – or are willing to acquire this
- You have a successful track record in stakeholder management and achieving targets
- You have shown you can form collaborative partnerships working across different sectors
- You have excellent presentation skills and can represent the Academy credibly to clients and audiences at all levels
- You have good IT skills and an ability to analyse management information
- You have demonstrated commitment to, and experience of, the values of equal opportunity, diversity and social enterprise
- You have a full UK driving licence

## Desirable

- Management or supervisory experience
- Experience of working in the third sector
- Experience of engaging teachers and young people
- Existing connections with stakeholders from across the Scottish Education sector and/or Scottish Social Enterprise sector

## OUR COMMITMENT TO DIVERSITY AND INCLUSION

- We believe that having a diverse and inclusive staff makes for better discussion, better decision making and better organisational impact. It also better reflects the people, businesses and communities we support
- The Social Enterprise Academy is committed to the active promotion of Equal Opportunities and the living wage as an employer and in the provision of services to the community
- As part of our commitment to diversity and inclusion we are taking active measures to improve and ensure that our recruitment process is accessible and inclusive.

When you apply for a job with us, you can know that:

- The advert language has been pre-assessed for gender bias
- Our application form is in word document format, with alternative formats available upon request
- We are happy to discuss reasonable adjustments for your application and/or interview process
- We anonymise applications ahead of the shortlisting process

## TERMS & CONDITIONS

- Permanent
- 35 hours per week (with option for flexible working)
- Annual leave entitlement is 25 days plus 10 public holidays
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities
- Notice period – two months

## HOW TO APPLY

- Complete the application form and the equality and diversity monitoring form
- Send your application form and equality and diversity monitoring form in Word document format to Karen Veitch via email at [karen@socialenterprise.academy](mailto:karen@socialenterprise.academy) by 1pm, Tuesday 27 July 2021
- Please note that interviews will take place between **4 – 6 August 2021**

More information available at: <https://www.socialenterprise.academy/scot/join-the-team>

**If you have any questions or if you would like to discuss any reasonable adjustments for the application or interview process please get in touch:**

**Karen Veitch | 0131 243 2670 | [karen@socialenterprise.academy](mailto:karen@socialenterprise.academy)**



Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering



# SOCIAL ENTERPRISE ACADEMY

leadership | enterprise | learning | social impact

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## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

[schools@socialenterprise.academy](mailto:schools@socialenterprise.academy) | 0131 243 2670



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