

# **SCHOOLS COORDINATOR (WEST OF SCOTLAND)**

## **RECRUITMENT PACK**

**Closing Date: 1pm 25 October 2021**

**Interviews: 02 - 04 November 2021**



**SOCIAL  
ENTERPRISE  
ACADEMY**

# EDUCATION PROGRAMME COORDINATOR

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

**SALARY £20,000 TO £23,000 DEPENDING ON EXPERIENCE PLUS COMPANY BENEFITS**

**BASED IN WEST SCOTLAND** (Some remote working, some travel to schools/meetings across your area as well as the opportunity to work with colleagues in Glasgow and the option to work in our Edinburgh office, in line with regulations at that time)

**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 Schools Coordinator role for the West of Scotland.**

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 support this activity from our Edinburgh head office, supporting facilitators and social entrepreneurs to work with the schools to make this vision a reality. As part of a highly motivated team, this opportunity offers variety, satisfaction and a great opportunity to 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 work closely with the Education Manager and rest of the Education team to coordinate the roll-out of Social Enterprise Schools in your area. Providing excellent customer service, relationship building and coordination skills to support schools throughout the Academic year, ensuring young people and teachers get the best possible experience taking part in Social Enterprise Schools.

## MAIN RESPONSIBILITIES

**Work with your Education Manager to promote the development of Social Enterprise Schools in your area and report on the programme's success:**

- Take ownership of the schools in your area, supporting existing schools, promoting the programme and recruiting new schools
- Act as the first point of enquiry for teachers and schools, providing information about the programme and support in getting started and background to linking the programme to Curriculum for Excellence
- Support schools applying for our Social Enterprise Awards, sharing appropriate resources and local contacts to assist schools, supporting them to develop their business plans
- Provide access to Social Enterprise Schools materials, resources and case studies
- Support the Understanding Social Enterprise CPD Programmes
- Use technology systems to provide statistical information on a quarterly basis as required for the Education team and by key stakeholders
- Continually work with and support other team members and facilitators to increase impact and ensure young people/teachers have an amazing experience taking part in the programme

## RAISE THE PROFILE

**Work closely with your Education Manager and the rest of the Education team to build the profile of the Social Enterprise Schools:**

- Contribute as an integral member of the team to support the development and success of the Social Enterprise Academy
- Represent the Education Team at various events and networking opportunities
- Be a supportive team member at our Education events such as Dragons' Dens and our Education Awards Ceremonies
- Work with the Marketing and Communications Officer to raise the profile of the Schools programme, obtain material and input to promote the programme, including content for case studies, Education Showcase and the annual Schools Special of the Big Issue Magazine
- Work collaboratively and positively with the Education Team, Global Learning Lab, Education Facilitators and other staff and facilitators
- Regularly review the changing dynamics of the Education landscape, and in particular the Local Authorities in your area, to ensure that we maximise opportunities to collaborate and partner with others to increase awareness of the programme and ensure its success

## PERSON SPECIFICATION AND ADDITIONAL INFORMATION

**We appreciate that the best person for this job 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

- Excellent interpersonal and communication skills and effective networking skills
- A dedicated team member who is willing to take on extra responsibilities at busy times to ease pressure off other team members and contribute to overall success of the programme
- Good administrative and office skills including information and communications technology
- Highly organised and efficient with good attention to detail
- Excellent working knowledge of Microsoft Office and digital platforms such as Zoom, Teams
- Ability to manage own workload and take initiative
- A basic understanding of Curriculum for Excellence and the fast-pace of school environments
- An understanding of, and commitment to, the values of equality of opportunity, diversity and inclusion, and social enterprise
- A full UK driving licence
- Willingness to travel

## DESIRABLE

- Experience of working in the third sector
- Experience of supporting young people and teachers
- Experience of running events

## MANAGEMENT AND SUPERVISION

You will be part of the Education Team and report to the Education Manager for your area who reports to the Head of Social Enterprise in Education.

## 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 – one month

# 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 Kirsten Watson via email at **[schools@socialenterprise.academy](mailto:schools@socialenterprise.academy)** by **1pm, Monday 25 October 2021**
- Please note that interviews will take place between **02 – 04 November 2021** via Zoom

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:**

**[Kirsten Watson](mailto:schools@socialenterprise.academy) | [0131 243 2670](tel:01312432670) | [schools@socialenterprise.academy](mailto:schools@socialenterprise.academy)**



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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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