

INTERNATIONAL PROJECT MANAGER (MATERNITY COVER)

RECRUITMENT PACK

Closing Date: 12pm, 10 December 2021

Interviews: 16 December 2021



**SOCIAL
ENTERPRISE
ACADEMY**

INTERNATIONAL PROJECT MANAGER (MATERNITY COVER)

FULLTIME | 12 MONTH CONTRACT | £27,500 - £28,500 DEPENDING ON EXPERIENCE,
PLUS COMPANY BENEFITS

WORKING FROM HOME DURING COVID-19, WITH THE OPTION TO WORK FLEXIBLY
FROM EITHER THE HEAD OFFICE IN EDINBURGH OR THE HIGHLAND OFFICE IN MUIR
OF ORD

At the Social Enterprise Academy, we believe in the power of learning and development to transform everyone to be agents of change.

Created in 2004, we are a social enterprise that connects changemakers with transformational learning and development. We deliver innovative programmes that empower individuals, communities, and organisations around the world to step up and effect social change.

There are currently 12 Social Enterprise Academy Hubs in Australia, Canada, China, Egypt, India, Malaysia, Pakistan, Rwanda, Scotland, South Africa, Wales and Zambia all supporting social enterprise development in their communities.

We are looking for a talented International Project Manager (Maternity Cover) with the focus and energy to lead on key relationships with clients across Europe, Asia and elsewhere.

This is an exciting role for someone passionate about working across different cultures and contexts, and supporting social entrepreneurs through learning and development. This role will help to develop key relationships with clients, partners and investors. It will also help develop the sustainability of our Social Enterprise Academy teams in 12 countries.

This role will work within a small International team, working with our International Learning Co-ordinator and Head of Sustainable Business. You will be supported to develop and build strong relationships across the organisation, working particularly closely with the Global Learning Lab. This recruitment pack will provide you with more information on the role.

You will be joining the Academy at an exciting time as we work to strengthen our Hub Network and expand the social franchise model into new territories.

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 criteria we have listed, 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.

We look forward to hearing from you!

Yours sincerely,



Neil McLean
Chief Executive

JOB PURPOSE

- To project manage from initiation to completion, large International Projects and major funded contracts, ensuring high quality delivery and client service is maintained throughout
- To manage International Partnerships across multiple countries, ensuring exceptional relationship management and understanding of different cultures and approaches to partnership working
- To report to the Head of Sustainable Business in monitoring and analysing the success of major International Projects, ensuring they meet targets and the Academy's high quality standards
- To lead on Associate Facilitator Development training (PLLX) programmes as part of the induction of the Academy's social franchise Hubs, in different country contexts across the world

MAIN RESPONSIBILITIES

MANAGEMENT OF INTERNATIONAL PROJECTS & PARTNERSHIPS

- Manage major Partnership contracts to ensure high quality delivery and key performance indicators are achieved (or exceeded)
- Build positive, collaborative relationships with our International clients and partners, updating and providing on-going and excellent customer service
- Effectively plan and deliver on time the key milestones, identified performance indicators and deliverables on major funded contracts and accurately report to funders
- Work closely with our network of Associate Facilitators, optimising the match between their skills and experience and the programmes that are delivered and monitor delivery to ensure quality
- Take a collaborative partnership approach throughout the project design stage, ensuring our International Projects are fit for purpose
- Work in partnership with the Global Learning Lab team to ensure high quality, delivery, marketing and communications, accreditation, monitoring and evaluation of programmes
- Collaborate with partners and Associate Facilitators to co-ordinate, promote and recruit for learning programmes, to exceed client and learner expectations, and build the reputation of the Social Enterprise Academy in new territories
- Manage learner relationships on behalf of the Partner where necessary, using excellent relationship management and mediation skills
- Monitor and analyse evaluation data to ensure continuous improvement of international projects and programmes
- Identify funding opportunities for international projects and write high quality bids and proposals for new and existing funders as necessary, to help ensure sustainability of the international function
- Write high quality programme evaluations and impact reports as agreed upon with the Project or Programme Partner or Funder
- Support the Head of Sustainable Business and our International Partners to build and maintain strategic relationships with key national and international players in the social enterprise and the third sector, ensuring repeat and new programmes and projects

MANAGEMENT OF ASSOCIATE FACILITATOR DEVELOPMENT TRAINING (PLLX) PROGRAMMES

- Manage the delivery of the PLLX training programmes in each new Hub, ensuring the right Associate Facilitators are in place to lead the development of that Hub
- Collaborate closely with the new Hub team, ensuring they fully understand the complex processes involved in the delivery of a PLLX programme in a new country
- Manage the relationship with the Associate Facilitator of the PLLX programme, ensuring they are clear on their input within the programme context
- Develop key project management processes for the Social Enterprise Academy to ensure the PLLX programmes are delivered consistently to a high standard across varying country contexts
- Support the Hub to work with the selected Associate Facilitators being taken forward after the PLLX, including collaborating on the localisation of Associate Facilitator Agreements and Contracting

INTERNATIONAL BUSINESS DEVELOPMENT: SALES AND MARKETING

- Contribute to and implement the sales and marketing strategy for the Sustainable Business Team, supporting the Head of Sustainable Business to achieve and succeed on agreed targets
- Collaborate with the Marketing Manager on the Communications and Marketing strategies for each new Project or Programme to ensure maximum reach and visibility for our International work, including the support of high quality press releases
- Collaborate with International partners on the design and implementation of all marketing campaigns and strategies for International programmes and projects, ensuring they are fit for purpose
- Lead on Partner recruitment strategies for new learners for International programmes, ensuring excellent service is delivered and identifying new and repeat business opportunities
- Prepare high quality proposals and quotes for new and existing partners, selling programmes to suit each partner's unique needs in line with our core vision and purpose

GENERAL

- Engage partner organisations in problem solving, creative solution development and continuous improvement of International programmes and projects in response to needs and opportunities.
- Contribute, as an integral member of the team, to the development and success of the Social Enterprise Academy.

PERSON SPECIFICATION

This is a critical international project management role in the organisation and we are therefore looking for someone who is keen for a new challenge, up for working with vibrant, entrepreneurial and dedicated people and colleagues and has a good value-fit with our organisation.

ESSENTIAL

- Outstanding relationship and partnership management skills
- Excellent management skills of larger scale projects, including ability to motivate a team and organise activity, influencing internal and external stakeholders effectively
- Excellent communication (both written and oral) and interpersonal skills are essential in relation to both colleagues and clients/customers
- Excellent report and proposal writing
- Good IT skills with an ability to make use of data and management information
- Experience of budgeting and financial planning
- Positive outlook and an ability to spot, lead and create imaginative solutions to meet emerging needs
- Excellent people management skills and experience of managing good business relationships across diverse cultures
- Confidence in presenting effectively using a range of presentation skills, and credibility in representing the Academy to partners and audiences
- A drive to exceed customer expectations
- Understanding of and commitment to, the values of equal opportunity, diversity and social enterprise
- A desire to help change the world through learning and development
- An understanding of the social enterprise, third sector or international development policy landscape
- Keen to work as an integral part of a small, entrepreneurial organisation

VALUES & ATTRIBUTES

- A proactive and positive work ethic with strong team-working skills
- Reliable, responsive and able to prioritise
- Friendly and able to build good relationships
- Creative, enthusiastic and determined to produce high quality work
- Able to contribute your ideas and respond positively to feedback
- Positive manner with an interest in personal development
- An understanding of and commitment to the values of equality of opportunity and diversity

MANAGEMENT AND SUPERVISION

- This role will report to the Head of Sustainable Business with peer support and collaboration with the Global Learning Lab team, and from colleagues in the Scotland team.
- You will work closely with other staff in the Sustainable Business team and the International team, and collaborate where necessary with the full Social Enterprise Academy international network of partners

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

- 35 hour working week with 1 hour unpaid lunch break each day and the option for flexible working
- A willingness to travel within Scotland and be flexible to meet the demands of the role is essential
- Annual leave entitlement is 25 days plus 10 public holidays
- Staff benefits include a company pension, an employee assistance scheme and learning and development opportunities
- Notice period – 3 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 **seahr@socialenterprise.academy** by **12pm, Friday 10 December 2021**
- Please note that interviews will take place **16 December 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:

Lanagh Taylor | 0131 243 2670 | lanagh@socialenterprise.academy



Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering



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WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

seahr@socialenterprise.academy | 0131 243 2670



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