

PROJECT MANAGER [MORAY]

RECRUITMENT PACK

Closing Date: 12pm, 28 March 2022

Interviews: 06 April 2022



**SOCIAL
ENTERPRISE
ACADEMY**

PROJECT MANAGER [MORAY]

FULL TIME |12 MONTHS FIXED TERM

£27,557 - £29,500 DEPENDING ON EXPERIENCE PLUS COMPANY BENEFITS

BASED IN THE MORAY REGION (WORKING FROM HOME WITH THE OPTION TO WORK OCCASIONALLY IN OFFICE SPACE IN ELGIN AND/OR FORRES)

Thank you for your interest in becoming our new Project Manager (Moray).

In many social change contexts, people assume that if one is provided with business advice and investment, social entrepreneurship will emerge. We believe that there is a third element – equally important - the provision of transformational learning and development. Our learning programmes focus on the development of practice: the practice of leadership and the practice of entrepreneurship. We support people to turn up as their best selves.

With an 18 year track record of successful delivery in Scotland, the Social Enterprise Academy has been sharing its business and learning delivery models for the past 9 years with international partners through a social licence approach.

We are looking for a talented Project Manager with the focus and energy to lead on our Wide Horizons, Working in Social Enterprise project. This project will provide learning programmes and experiences to enable unemployed people to move into volunteering, training and employment in social enterprises and other 'impact' organisations.

This is an exciting new role for someone passionate about supporting individuals through learning and development. This role will help to develop key relationships with clients and partners.

The work involves close partnerships with other agencies included in the ESF Employability programme.

You will work collaboratively with the Senior Learning Coordinator (Moray) to manage delivery of learning programmes from start to finish.

Working closely with our Global Learning Lab, your team will lead the way in demonstrating high quality programme delivery and customer service which will be used to support new social franchise Hubs.

You will be joining the Academy at an exciting time as our Team in Scotland is growing and as we develop as a social franchise and expand delivery of our programmes internationally.

We are looking for someone up for working with vibrant, entrepreneurial and dedicated people and colleagues and with a good value-fit with our organisation.

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 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.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Neil M', with a long horizontal flourish extending to the right.

Neil McLean

Chief Executive

Social Enterprise Academy

JOB PURPOSE

1. To lead the Wide Horizons, Working in Social Enterprise project, taking overall responsibility for the management, development and growth of the programmes. 100% of time to be spent on the European Social Fund Employability Moray project.
2. To lead promotional activities and the development of the project for the Social Enterprise Academy in Moray.
3. To support the design and delivery of the learning programmes

MAIN RESPONSIBILITIES

STRATEGIC DEVELOPMENT – 20%

- Build and maintain partnerships with key stakeholders in the social enterprise and third sector in Moray, to ensure the growth and development of the project
- Design and lead on the implementation of a market development strategy
- Other strategic development activities as required

BUSINESS DEVELOPMENT: SALES AND MARKETING – 30%

- Build and maintain relationships with key players in social enterprise and employability in Moray
- Represent and deliver presentations on behalf of the Academy at relevant events
- Work with the Global Learning Lab to design appropriate marketing and sales material for the project
- Other sales and marketing activities as required

CONTRACT MANAGEMENT – 30%

- Work with and liaise closely with the core team in the organisation to ensure high quality delivery, accreditation, monitoring and evaluation of the programmes
- Oversee and take responsibility for the operational and financial planning of the project to ensure key targets and KPI's are met within the contract timescale
- Oversee and ensure targets are delivered and accurately reported to funder and in line with organisation requirements
- Other contract management activities as required

LEARNING & DEVELOPMENT SOLUTIONS - 20%

- Contribute to and work with the Operations & Partnerships team to support the facilitators in the delivery of the programmes

- Monitor the evaluation of learning and development programmes to ensure they are delivered to a consistent high standard and exceed learner expectations
- Monitor and analyse evaluation data to ensure continuous improvement of the programmes, including product development and Hub processes
- Other learning and development work as required

PERSON SPECIFICATION

ESSENTIAL

- Outstanding relationship and partnership management skills
- Demonstrable project management skills, including an ability to motivate and organise activity, and influence internal and external stakeholders effectively
- Excellent communication (both written and oral) and interpersonal skills are essential in relation to both colleagues, clients and learners
- Good IT skills with an ability to make use of data and management information
- Experience of budgeting and financial planning
- Demonstrable experience working with KPIs/targets and meeting deadlines
- Strong and creative marketing experience with the ability to spot and promote marketing opportunities
- Positive outlook and an ability to spot, lead and create imaginative solutions to meet emerging needs
- 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
- Experience of working in Employability/Youth work or similar
- Knowledge of Social Enterprise/the third Sector particularly in the Moray region
- 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
- Keen to work as an integral part of a small, entrepreneurial organisation
- Hold a full, clean U.K. driving licence

DESIRABLE

- A Project Management qualification
- Experience working on ESF projects
- Experience of reporting via the Hanlon project reporting tool

MANAGEMENT AND SUPERVISION

- You will report to the Head of Sustainable Business
- You will be part of the Operations and Partnerships team and also collaborate with the full Social Enterprise Academy team internationally

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 Moray, in particular, and Scotland, more generally, 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 – 2 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, Monday 28 March 2022
- Please note that interviews will take place via Zoom on 06 April 2022

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