

EDUCATION PROGRAMME COORDINATOR RECRUITMENT PACK

Closing Date: 1pm, Tuesday 19 April 2022

Interviews: 27 – 29 April 2022



**SOCIAL
ENTERPRISE
ACADEMY**

EDUCATION PROGRAMME COORDINATOR – NORTH, HIGHLANDS & ISLANDS

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

SALARY £21,500 PLUS COMPANY BENEFITS

BASED IN THE HIGHLANDS (working from home with the option to work in our Muir of Ord office one/two days a week)

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 Programme Coordinator 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 Social Enterprise Schools 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 in the North of Scotland, 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 coordinate the roll out of Social Enterprise Schools across North Scotland, providing outstanding customer service to teachers and other stakeholders and excellent administration skills to support the team. To manage the organisation of our teachers CPD and programme related events.

MAIN RESPONSIBILITIES

COORDINATE THE DELIVERY OF SOCIAL ENTERPRISE SCHOOLS

- Work closely with your Education Manager to provide schools in your area with ongoing support, responding to their needs and enabling them to successfully take part in Social Enterprise Schools
- Lead on the organisation of Education events in your area such as our Dragons' Den competitions and Social Enterprise Academy Highlands and Islands Awards ceremony, including coordinating the event on the day itself
- Liaise closely with the Highlands and Islands Education Facilitators and Education Team in your area and support them with day-to-day tasks and delivery of Social Enterprise Schools
- Provide effective administrative and reporting support to ensure programme and learner information is accurately recorded on internal systems and captured for reporting purposes
- Collate evaluation forms into an overview format for the Education Team, gather and analyse data for reporting purposes and for Education KPIs
- Work closely with the Marketing and Communications Officer to raise the profile of Social Enterprise Schools, obtain material to support with promotion, including content for case studies, Showcase brochure and the annual Schools Special of the Big Issue Magazine

PROVIDE ADMINISTRATION SUPPORT TO EDUCATION TEAM AND EDUCATION FACILITATORS

- Make logistical arrangements for pupil workshops, CPD programmes, activities and Education events including collating appropriate learning materials, booking venues, catering and equipment
- Manage the introduction and development of new technology solutions where appropriate, supporting Education Facilitators and Team members to use a range of platforms
- Undertake additional administration tasks as and when required such as designing pages, adding content, managing learners on the Online Learning Platform, data analysis, supporting the Team with stakeholder/partner meetings etc.
- Coordinate Education Facilitator diaries, booking them in for pupil workshops and teacher CPDs
- Manage events in the North, Highlands and Islands Education Team members' diaries,
- Book travel for team members and support your Manager to set up regular Education Facilitator meetings

COLLABORATE WITH EDUCATION TEAM AND ACROSS THE SOCIAL ENTERPRISE ACADEMY

- Be a supportive team member and work collaboratively and positively with the Education Team, Global Learning Lab, Education Facilitators and Social Enterprise Academy staff
- Represent the Social Enterprise Academy at partner events in your area
- Build the reputation of the Social Enterprise Academy as a world class Social Enterprise

PERSON SPECIFICATION

ESSENTIAL

- A track record in providing administration to a project or new initiative
- Customer focussed with excellent interpersonal and communication skills
- Good administrative and office skills including information and communications technology
- Excellent working knowledge of Microsoft Office and digital platforms such as Zoom, Teams
- Highly organised and efficient
- Dedicated team member who is willing to take on extra responsibilities at busy times to ease pressure off other team members and contribute to the overall success of the programme
- Sound organisational skills and attention to detail
- Ability to manage own workload and take initiative
- Commitment to the values of social enterprise
- An understanding of, and commitment to, the values of equality of opportunity, diversity and inclusion, and social enterprise
- A willingness to travel
- Hold a full, clean UK Driving Licence

DESIRABLE

- Geographical knowledge of the highlands and Islands area
- Gaelic language proficiency (spoken and written)
- A basic understanding of Curriculum for Excellence and the fast-pace of school environments
- Experience of working in the third sector
- Experience of managing events
- Knowledge of Google Suite

MANAGEMENT AND SUPERVISION

- You will report to the Education Manager for North, Highlands and Islands
- You will be part of the Education 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 hours working week with 1 hour unpaid lunch break each day and the option for flexible working
- Based in Highland with a willingness to travel to visit schools and to work from our Muir of Ord office one or two days a week as long as regulations allow for this
- 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 – 1 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 seahr@socialenterprise.academy by 1pm on 19 April 2022
- Please note that interviews will take place via Zoom **between the 27 and 29 April**

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 | seahr@socialenterprise.academy



Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering



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leadership | enterprise | learning | social impact

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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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