

GAELIC MEDIUM BUSINESS DEVELOPMENT OFFICER RECRUITMENT PACK

Closing Date: 1pm, 06 July 2022

Interviews: 13 July 2022



**SOCIAL
ENTERPRISE
ACADEMY**

GAELIC MEDIUM BUSINESS DEVELOPMENT OFFICER

FULLTIME | 12 MONTHS FIXED TERM

SALARY £29,500 PLUS COMPANY BENEFITS

FLEXIBLE WORKING OPTIONS AVAILABLE | BASED IN THE EDINBURGH OR MUIR OF ORD OFFICE WITH THE OPTION TO WORK FLEXIBLY FROM HOME

Thank you for your interest in becoming our new Gaelic Medium Business Development Officer.

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, and 10 years' experience of facilitating Gaelic medium learning programmes, for both young people and adults, in a variety of settings 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 Business Development Officer who is fluent in written and spoken Scottish Gaelic, to help us make an enhanced contribution to the development of Gaelic as a language of enterprise and communities, through facilitating transformational learning in Gaelic.

This new role will now allow us to build strong relationships with partners and clients in Gaelic medium, and will be dedicated to growing this important area of our work.

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,



Neil McLean

**Chief Executive
Social Enterprise Academy**

JOB PURPOSE

- To support the Head of Sustainable Business to drive strategic business development, major contracts and direct delivery sales targets for the Social Enterprise Academy in Gaelic medium programmes
- To support the Academy by identifying and developing new bids, proposals and tenders in the Gaelic sector
- To manage allocated client relationships and account manage programme delivery

MAIN RESPONSIBILITIES

GAELIC MEDIUM BUSINESS DEVELOPMENT

- Identify Gaelic medium sales opportunities across multiple sectors and lead on the development of bids and proposals for SEA's Gaelic medium provision
- Identify opportunities for multi-country programme sales with key strategic funders, from the third sector, government and private sector
- Represent and deliver presentations on behalf of the Academy at events and conferences to raise the profile of SEA's work in Gaelic medium
- Write high quality proposals, bids and tenders as necessary, identifying key market trends and developing budgets

GAELIC MEDIUM RESOURCES PORTFOLIO

- Work with the Global Learning Lab team to identify and design appropriate promotional and learning material for Gaelic medium markets, enhancing the Academy's relevant product range
- Manage/ curate the Academy's Gaelic medium resources portfolio and ensure their accessibility to learners

RELATIONSHIP AND ACCOUNT MANAGEMENT

- With the support of the Head of Sustainable Business, and the Head of Operations and Partnerships, develop and manage a group of stakeholders, to create business development opportunities
- Build relationships with key organisations working in the Gaelic sector
- Account manage allocated Gaelic medium programmes, working with the Operations and Partnerships team to ensure their effective delivery

DIRECT SALES

- Implement a market development strategy, generating leads, delivering sales targets and gaining market entry in the Gaelic sector
- Develop targeted and costed programme proposals
- Build relationships with key organisations in social enterprise and the third sector in the Gaelic sector
- Champion and promote Academy products in the Gaelic sector

GENERAL

- Report regularly to the Head of Sustainable Business (on sales and business development) and Programme Delivery Manager (on account management)
- Contribute, as an integral member of the team, to the development and success of the Social Enterprise Academy

PERSON SPECIFICATION

ESSENTIAL

- Fluent speaker of Scottish Gaelic
- Good skills in written Scottish Gaelic
- Ability to work independently, proactively and strategically to maximise both financial and social impact benefit
- Strong relationship and partnership management skills
- Excellent communication (both written and oral) and interpersonal skills are essential in relation to meeting with prospective clients and subsequently producing compelling and engaging proposal documents which address needs
- Excellent report, tender and proposal writing skills, able to communicate impact both verbally and numerically
- Good IT skills with an ability to make use of data and management information
- Skills in planning, analysis and critical thinking analogous to degree level
- Financial management and budgeting skills
- Positive outlook and an ability to spot, lead and create sales opportunities to meet client needs
- Excellent collaboration skills and experience of engaging with diverse people from different sectors and backgrounds
- 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

DESIRABLE

- Experience of designing, delivering and selling learning and development programmes
- Experience of managing learning and development initiatives in the Third Sector
- A practical understanding of the social enterprise and third sector policy landscape
- Keen to work as an integral part of a small, entrepreneurial organisation

MANAGEMENT AND SUPERVISION

- You will report to the Head of Sustainable Business.
- You will be part of the Sustainable Business team and work closely with the Operations & Partnerships, Global Learning Lab and the Education teams.

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

- 12 month fixed term contract
- 35 hours working week with 1 hour unpaid lunch break each day and the option for flexible working
- Based either in our Edinburgh or Muir of Ord offices, but with significant scope for homeworking
- 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 **1pm on Wednesday, 06 July 2022**
- Please note that interviews will take place via Zoom on **13 July 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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