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SCOTLAND'S ENTERPRISING SCHOOLS PROGRAMME EXECUTIVE

(REF: PE-SES-22)

RECRUITMENT PACK



SCOTLAND'S
ENTERPRISING
SCHOOLS



WORK FOR US

At Scotland's Enterprising Schools, our Vision is of a flourishing Scotland where every young person throughout their educational journey, feels confident in their ability to practice their enterprise skills in order to succeed in learning, life and work.

#EnterpriseForAll



Entrepreneurship and enterprise are widely thought to be a major driver for economic growth, job creation and wider community development – three things that are essential for Scotland to flourish as a nation.

Young people need to be prepared for a world that is changing rapidly. Many of the jobs they will do when they leave school do not yet exist and they will probably have several jobs during their lifetime. They need to have the skills and attitudes to cope with an unpredictable future, to be able to deal with setbacks and disappointments in a positive way, and to continue to learn for the rest of their lives. This is one of the key reasons why Scotland's Enterprising Schools was established.

Since our launch in 2015, we have developed a strategic vision to lead and support the drive to build capacity among teaching practitioners to develop their learning, knowledge, skills and practice, enabling them to use enterprise education as a valuable route for enhanced learning and working.

Based on the values of mutual professional trust and honesty, we are working to challenge and support the professional capital of all teachers through the development and delivery of challenging and practical learning opportunities and mentoring support across all 32 of Scotland's local authorities.

We are recruiting a Programme Executive to help support our vision, mission and aims.

Find out more about what we do on our website: enterprisingschools.scot



Scotland's Enterprising Schools is housed within Young Enterprise Scotland. SES is recruiting a new member of staff to work as part of the SES Team.



“SES is a great place to work, with dedicated and creative staff who share the same desire to ultimately help young people develop.”

SES Employee

Our Vision:

A flourishing Scotland where every young person throughout their educational journey, feels confident in their ability to practice their enterprise skills in order to succeed in learning, life and work.

Our Mission:

To support and challenge education practitioners to cultivate an innovative, flexible and creative approach to learning, teaching and enterprise education that motivates and equips young people with the skills they need to flourish.

Our Values:

In everything that we do, we will work with the following Young Enterprise Scotland values:

- Integrity
- Enthusiasm
- Creativity
- Collaboration

Further Information:

To arrange an informal call, or if you require further information, please email contact@enterprisingschools.scot, or contact us directly on 07701 094 002.

Recruitment Process:

Interested candidates should submit a current CV and Covering Letter (no longer than 1 side of A4) to recruitment@yes.org.uk by the application deadline below. CVs and Covering Letters should be in PDF or Word format. Candidates will be short-listed and invited to interview following the close of applications. Please reference **PE-SES-22** in the e-mail subject.

Please note that recruitment is conditional on Reference Checks. We are committed to ensuring that all applicants will be informed of the outcome of their application.

Recruitment Timeline:

- Deadline for applications by 5pm on Monday 10th October 2022
- Candidates short-listed and informed by Friday 14th October 2022
- Interviews: W/C 24th October

Equalities Form:

The information in this form will be treated in confidence and will be separated from your CV or application form prior to short-listing. It will not be accessed by any person involved in making selection decisions. This form will be used for monitoring purposes only. You can complete this here: [Equalities and Diversity monitoring form](#)

YE Scotland as an employer:

YE Scotland are a Living Wage Accredited employer with Gold Recognition in both Investor in People and Investor in Young People organisation, a winner of the Family Friendly Working Awards Best Social Enterprise Employer 2018, we are Disability Confident committed and an SCQF Inclusive Recruiter so this could be a great



Role Profile:

Position Title: SES Programme Executive

Band: Executive

Reports to: SES Project Manager

Direct Reports: N/A

Location: Home Working with delivery across Scotland

Rate: circa £ 24,000 (FTE) dependent on experience

Contract Type: Permanent

Position Type: Full Time*

Hours: 35 hours per week

* As an employer who offers flexible and family friendly working, please speak to us about what flexible options are available for this role.



Scotland's Enterprising Schools' wider team incorporates a wide range of individuals and organisations with similar vision and values.



I find YE Scotland to be an innovative and forward-thinking organisation, open to constructive input and staffed by very capable practitioners at all levels."

YE Scotland Partner

Core Purpose of the Role:

- To support effective delivery of the SES Project, operating within the early years, primary, secondary, ASN education sectors and Initial Teacher Education training providers in Scotland to the expected standards, matching the Programme Objectives.
- To support the Project Manager to continually enhance Enterprise Education provision by promoting it to education practitioners through training sessions and at events throughout the year.
- To develop new resources and innovative ways to continually develop the SES offering.

Job Description:

- Part of Scotland's Enterprising Schools' Team responsible for developing and delivering training sessions to staff in a variety of appropriate educational and institutional settings across Scotland.
- Foster an entrepreneurial mindset to inspire members, and to participate in Enterprise and Entrepreneurial learning and development activities.
- Develop and maintain communication and relationship channels with agencies, partners and key stakeholders in order to offer SES training and support in all educational settings.
- Identify geographical areas of interest and cultivate contacts to expand the reach of SES.
- To manage, maintain and develop the organisation's website and membership database in partnership with Marketing and Communications Manager.
- To support the development of new resources and edit/proofread content before it becomes available on site.
- To facilitate the delivery of all online resources.

Job Description:

- To assist with in-person and online meetings, events and course bookings, managing the registration process for attendees and ensuring that the exchange of ideas, resources and best practice is updated and maintained.
- To be the point of contact for general enquiries through the website contact form.
- Liaise with Educators to encourage and develop suitable support and training for schools.
- Identify expansion opportunities within schools in all geographical areas for the SES Programme, representing SES to the highest business standards.
- Complete and update statistical and administrative information timeously alongside Communications and Marketing Manager and in accordance with SES, partner and funding requirements.
- Produce quarterly analytic reports from google analytics data.
- Liaise with school staff and partner organisations to source interesting practice for site users, nominations for SES Awards and be a key element of the development of Enterprise Week in Scotland.
- Support Marketing and Communications activity by engaging in occasional filming and photography to create website content.
- Market and promote SES by identifying valuable case studies to raise the profile of the Project and attendance at appropriate external events to represent and promote SES.
- Participate in regular appraisal and reporting with Line Manager, ensuring own continuous professional development is regularly reviewed and updated.
- Any other similar and appropriate work as agreed with Project Manager to benefit SES.

Key Internal Relationships:

- SES Project Manager
- YE Scotland Interim Head of Schools
- YE Scotland Communications & Marketing Manager
- SEA Head of Social Enterprise in Education

Key External Relationships:

- Head Teachers and Class teachers
- Council Education Staff
- Partners: DYW Local Area Teams; Scottish Government Staff; Partner Organisations

Essential Skills/Knowledge:

- An understanding, passion and **enthusiasm** for education
- Excellent IT skills/Microsoft Office suite/Website design and management
- Excellent presentation skills
- High level organisation skills
- Approachable with excellent written and oral communication skills

Desirable Skills/Knowledge:

- Experience of working with a range of staff in a training environment
- An understanding and passion for young people and enterprise education
- An understanding of Curriculum for Excellence levels 3-18
- An awareness of the DYW strategy and relevant documentation
- Awareness of safety and child protection issues
- Awareness of assisted support needs and strategies



WORK WITH US

COME AND WORK WITH US TO CHANGE THE LIVES OF MORE YOUNG PEOPLE ACROSS SCOTLAND BY SUPPORTING EDUCATION STAFF THROUGH THE SCOTLAND'S ENTERPRISING SCHOOLS PROJECT

Scotland's Enterprising Schools is housed within Young Enterprise Scotland, a national charity that supports young people to develop their enterprising skills.

Together, we have the ambition, knowledge and vision to reach thousands of young people over the next two years, but we can't do it alone. As an independent charity, we rely on our passionate and dedicated group of staff working in partnership with schools, local volunteers and our supporters.

Join us in our mission to increase social mobility and give the next generation the enterprising mindset, skills and confidence to start their working life with the attitude and ambition to succeed.

To find out more about our work, visit: enterprisingschools.scot

Scotland's Enterprising Schools

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