

KNOWLEDGE MANAGEMENT ASSISTANT RECRUITMENT PACK

Closing Date: 12 noon, Wednesday 09 November 2022

Interviews: Stage 1 – w/c 07 November 2022

Stage 2 – 17 November 2022



**SOCIAL
ENTERPRISE
ACADEMY**

KNOWLEDGE MANAGEMENT ASSISTANT

- 12 Months Fixed Term | Fulltime (35 hours per week with flexible working opportunities)
- Salary £19,838 plus company benefits (includes a generous company pension, 35 days annual leave, an employee assistance programme and learning and development opportunities)
- 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 Knowledge Management Assistant role.

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 Knowledge Management Assistant with great skills in administration and collaboration to bring together key information from across our global social enterprise.

This is a 12 month position funded by the Rank Time to Shine (T2S) programme. T2S provides employment and unique learning and development opportunities for a candidate (aged 18+), who is currently underemployed, to stretch their leadership potential. It creates a vibrant and sustainable social sector across the U.K., fit to face the challenges of the 21st century.

The post holder will work with colleagues from across the organisation, to collate key information and relate this to recent innovations in our IT system.

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 assist and support the creation of a Knowledge Management System to provide a centralised resource to store and access information, and to harness the collective knowledge of Academy teams, allowing knowledge to flow through and between our domestic and international hubs. The role will also involve nurturing a collaborative and transparent environment, helping team members understand their role in achieving the Academy's strategic goal of creating fairer communities by facilitating ten million social entrepreneurs globally by 2030.

MAIN RESPONSIBILITIES

All tasks will be undertaken with support and guidance from a dedicated line manager.

- Knowledge Creation: working closely with individual Academy teams and our international hubs to identify and document existing and new knowledge.
- Knowledge Storage: input qualitative and quantitative data to the Academy's new CRM system, document management systems and other platforms to host organisational knowledge for access and distribution. Format information to meet the requirements of each type of repository. Data will include reports, tenders, case studies, impact data and contact information for Academy stakeholders.
- Knowledge Sharing: communicate the processes to share knowledge across the Academy, taking into account our organisational culture and encouraging adoption by staff.

PERSON SPECIFICATION

ESSENTIAL

- Age 18+ with a strong work ethic, but currently underemployed
- Experienced and confident using Microsoft Suite (e.g. Word, PowerPoint etc.)
- Ability to adapt and learn new and bespoke IT systems quickly
- A need for accuracy, strong attention to detail and commitment to deadlines
- Strong sense of responsibility with an ability to use initiative
- Able to research and source information as required
- Innovative problem solver
- Process driven
- Good values fit for the organisation

DESIRABLE

- Suitable for someone with an interest in social entrepreneurship; knowledge management, research and analysis; social innovation; sales & marketing; business development; funding development.

MANAGEMENT AND SUPERVISION

- You will report to the International Partnerships Manager
- You will be part of the Operations & Partnerships team and also collaborate with the full Social Enterprise Academy team internationally
- In line with the Rank Foundation's ethos, the Social Enterprise Academy and the named T2S line manager will provide guidance and support, in tandem with ensuring the candidate is able to take advantage of all networking and development opportunities provided by the T2S programme.

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 the Edinburgh or Muir of Ord office with the option to work flexibly from home.
- Annual leave entitlement is 25 days plus 10 public holidays
- Staff benefits include a generous company pension (up to 8% employer contribution), an employee assistance scheme and learning and development opportunities
- Notice period – 1 month

HOW TO APPLY

- Complete the equality and diversity monitoring form
- Send your equality and diversity monitoring form along with a copy of your CV and a supporting cover letter outlining:
 - Why you are interested in the post and joining the Academy team
 - The experiences, skills and qualities you have that match you with the post's job description and person specification

in **Word document format** to **seahr@socialenterprise.academy** by **12 noon, Wednesday 09 November 2022**

- Please note that interviews will take place via Zoom **in the week beginning 07 November 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](#) | 0131 243 2670 | seahr@socialenterprise.academy



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India



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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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