



**SOCIAL  
ENTERPRISE  
ACADEMY**

# GET ON BOARD

**SOCIAL ENTERPRISE ACADEMY  
BOARD RECRUITMENT PACK**

**CLOSING DATE MIDNIGHT TUESDAY, 10 JANUARY 2023**

**60**

Local  
Staff

**13**

Country  
Teams

**15,897**

Adult  
Learners

**1,100+**

Schools  
Participated

**215**

Ecosystem  
Partners

**1,998**

Learning  
Programmes

# WELCOME!

Thank you for your interest in playing a key role in shaping the expanding national and international work of a leading social enterprise learning organisation.

We are keen to make our recruitment process as accessible as possible for you. Please contact us if there is any additional support we can give or adjustments we can make (for example: information in alternative formats or any access requirements for attending interviews).

At the Social Enterprise Academy, we deliver learning and development programmes supporting people and organisations working for social change. As a social enterprise, we help people to develop themselves, their teams and their organisations to create sustainable businesses and have greater social impact.

Our Social Enterprise in Education programme, launched in 2007 in partnership with the Scottish Government, has now supported over 1,000 nurseries, schools and colleges across Scotland to set up pupil-led social enterprises.

Since starting in Scotland in 2004, we have also replicated internationally and now have hub teams around the world.

**About us:** [Click here to find out more.](#)

At the Social Enterprise Academy, we believe social entrepreneurs play an essential role in changing the world.

We strengthen their role in local communities through transformational learning programmes that will increase their community impact.

Our programmes are accredited, responsive to learner needs, and are delivered by experienced facilitators who are social change leaders themselves.

Since 2004, we have delivered over 1,900 learning programmes to 28,000+ learners in over 30 countries. We have also engaged over 55,000 young people around the world, using social enterprise as a tool to help them reach their full potential and create positive change in their communities.

## Key Information:

- 45 staff; 40 independent facilitators; Voluntary board; Reserves: circa £300k
- Offices in Edinburgh, London, and Muir of Ord plus some satellite staff located in The Netherlands and Spain

	Last Year	Current Year (ending 31 March 2023)
Turnover	2,035,192	2,681,736
Profit	127,388	14,772

## WHAT ARE OUR VALUES?

Leading empowerment

We enable a culture of life-long learning; personal growth and critical thinking.

Enterprising collaboration

We experiment and stay curious, creating connections to seize opportunities around a shared excitement for what could be possible.

Authentic integrity

We lead by example with honesty and transparency.

Responsibility with trust

We trust and respect the skills, specialism and contribution of everyone we work with.

Nurturing kindness

We create safe spaces for demonstrating empathy, humility, compassion, playfulness and care, and we appreciate each other's skills, contributions and successes.

## OUR COMMITMENT TO DIVERSITY AND INCLUSION

We believe that, in the long term, **having a diverse and inclusive board** makes for better discussion, better decision making and better organisational impact. **It also better reflects the people, businesses and communities that we support.**

## WHO ARE WE LOOKING FOR?

We want to recruit a board member with **financial expertise who can support the board's role in financial oversight as well as supporting financial management best practice within the Academy. The role will include:**

- Reviewing and reporting on the management accounts, in collaboration with the Chief Executive and Finance Manager
- Advising the board on financial strategy including investments in the medium to long term
- Chairing the Finance Sub-Committee (sub-group reporting to the board)
- Offering mentoring support to the Finance Manager

We are seeking someone with shared values around achieving social impact through learning and development, who can bring a fresh perspective and new ideas on how we approach financial planning.

As well as having the wider professional skills and experiences that we need on the board we also want a board that reflects and understands the people that we serve.

We will choose a candidate who, overall, offers the best contribution and fit with our values. **Relevant skills and experience are important but previous board experience is not essential, nor is a long career at a senior level.** Applications from first-time board members are welcomed. All board members will be given **a full induction** and will be supported to maximise the value of their contribution.

Through this recruitment process, we will also be considering whether some applicants who are not chosen for a board role might be open to a committee or advisory role with the Academy.

[Read our GDPR and privacy policy.](#)

## WHAT DOES BEING A BOARD MEMBER MEAN?

As a board member you will work with our Chair, fellow board members and our Chief Executive to contribute towards the future of the organisation. Your work will help ensure that we continue to deliver a high quality service and encourage innovation in learning and enterprise. **You will be legally responsible for the organisation and will be supported in fully understanding how to carry out your role. You will provide ideas, insight, feedback, and positive challenge in order to help increase our reach and impact.**

**The responsibilities of the board include:**

- Overall good governance of the organisation
- Overall strategy of the organisation
- Overall sustainability of the organisation and ensuring finances are well-managed and reported
- Ensuring the organisation acts in accordance with its charitable aims
- Ensuring the organisation fulfils its legal obligations in relation to its charitable and company status

As well as fulfilling these responsibilities the Academy board is a creative and strategic group, engaging with the sector and the wider staff team to support the success of the organisation and its people. It is a supportive and collaborative board with individuals committed to the values of social enterprise and learning and who all bring a wealth of knowledge, expertise and perspectives.

## WHAT IS THE COMMITMENT?

Most board meetings will take place in the central belt and be in-person. The Academy will cover any associated travel and accommodation costs to ensure you are able to attend and any other commitments associated with your board membership.

The time commitment required is around 45 hours per year and includes the following:

### **Board meetings:**

- Up to 18 hours of board meetings a year (6 meetings of 2-3 hours)
- Additional time for the required preparation ahead of each meeting
- One full day board meeting focusing on strategy and planning (up to 8 hours)
- Annual self-assessment and board performance process (up to 8 hours of time)

### **Engagement with Sub-Committees & Advisory Groups:**

- By the start of their second year all board members are expected to support wider governance processes, in particular board subcommittees or work in other groups outside the board meetings. This could amount to a further 10 hours

### **Ad-Hoc additional commitments**

- Optional engagements with staff throughout the year such as social events and visits to the office
- Over their time on the board, board members are expected to represent the Academy at networking and other events (likely to be at least one per year)
- On occasion, and matching their skills, board members are expected to offer direct support to high level or operational projects.

## WHY APPLY?

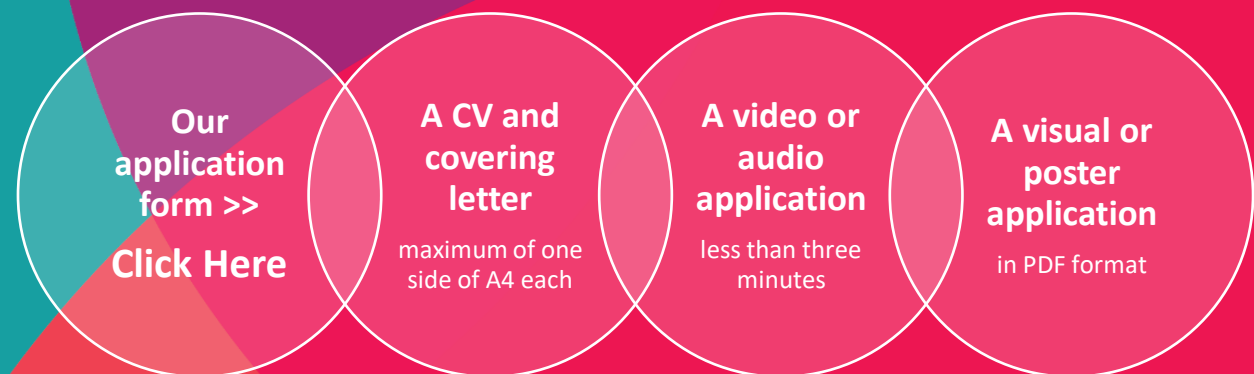
This is a unique opportunity to join a motivated and committed board who are working together to shape the future of a leading learning and development organisation supporting social change. Given the Academy's role in national policy discussions and its international replication, you will have influence considerably beyond the immediate reach of the Academy.

Through your board role you will expand your contacts, knowledge and skills and you will connect with a vibrant and committed group of staff, facilitators and learners in the fast-growing space around social impact.

## WHAT'S THE APPLICATION PROCESS?

Because of our commitment to diversity and inclusion, we are running the recruitment over an extended period. **The deadline for applications is midnight on Tuesday, 10 January 2023**

We appreciate that one size does not fit all and that some people come across better in different ways so please choose **ONE** way to apply using the options below:



Whatever approach you use, you must make it clear why you would be great as a board member of SEA and what you would hope to gain from the role. Your application will be handled in confidence (see our [privacy policy](#)). Please send your application to our HR and Wellbeing Manager, Karen Veitch; [seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy))

We are keen to make our recruitment process as accessible as possible for you. Please contact us if there is any additional support we can give or particular adjustments we can make (for example: information in alternative formats or any access requirements for attending our interviews).



## BEFORE YOU APPLY

We are offering opportunities for you to engage with us before applying.

You may arrange an informal phone/Skype/WhatsApp/Zoom conversation with our Chief Executive or Chair. Please contact Karen Veitch to arrange this; email [seahr@socialenterprise.academy](mailto:seahr@socialenterprise.academy) or telephone 0131 243 2670.







# SOCIAL ENTERPRISE ACADEMY

leadership | enterprise | learning | social impact

[www.socialenterprise.academy](http://www.socialenterprise.academy)

## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

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



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