

GRADUATE IT STRATEGY IMPLEMENTATION OFFICER

RECRUITMENT PACK

Closing date: 5pm, Monday 07 August 2023

Interviews: w/c 14 August 2023



**SOCIAL
ENTERPRISE
ACADEMY**



Australia



India



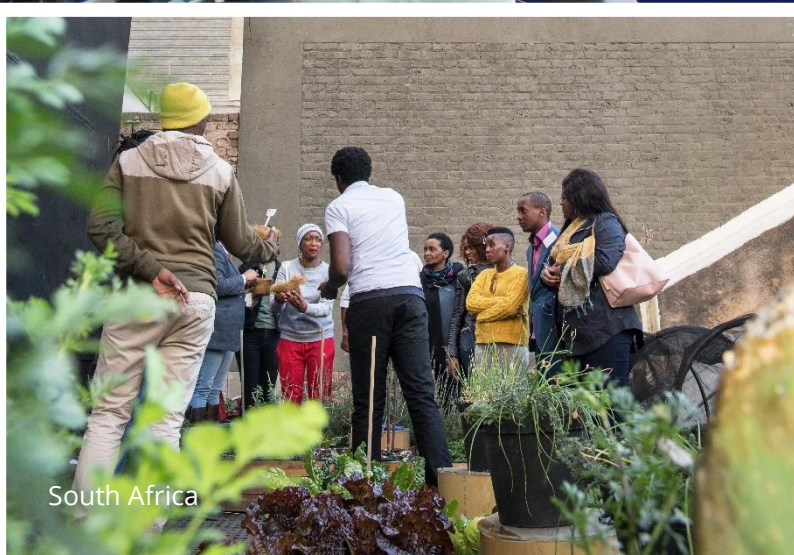
Malaysia



China



Pakistan



South Africa

GRADUATE IT STRATEGY IMPLEMENTATION OFFICER

FIXED TERM FOR 12 MONTHS | FULL TIME (35 hours per week with flexible working opportunities). This post is jointly funded by Highlands and Islands Enterprise.

This post is for graduates who have graduated within the last four years and have no more than 12 months graduate level work experience post-graduation.

£26,000 PLUS COMPANY BENEFITS (includes a company pension, 35 days annual leave, an employee assistance programme and learning and development opportunities)

BASED IN OUR MUIR OF ORD OFFICE with the option to work flexibly and remotely from home. Occasional (no more than monthly) visits to our head office in Edinburgh with travel to Edinburgh paid for.

We're on a journey to create fairer communities by facilitating 10 million social entrepreneurs globally by 2030. Do you want to help make this a reality?

Thank you for your interest in our Graduate IT Strategy Implementation Officer post. We are looking for a values-driven graduate to join our highly skilled, motivated, and supportive team.

Over the last 8 years the Academy has evolved from being Scotland-focused with 24 staff to being a global social business with 49 staff in the UK, providing a licensed product to partner organisations in five continents. This transition requires our IT systems to evolve to meet the needs of an organisation in which teams are dispersed, often across different time zones.

This 12-month project is for a skilled graduate to deliver on the practical implementation of the Academy's IT strategy. Supported by the Head of Finance, and with the active support of the Chief Operating Officer this individual would provide advice and guidance on the practical elements of the roll-out, provide training and coaching support and generally be a 'champion' within the organisation for the transition to new and more efficient ways of working enabled by our IT infrastructure.

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**

About us:

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.

We currently have Social Enterprise Academy teams and partners based in Scotland, England, Australia, South Africa, Canada, China and Sweden.

BACKGROUND AND JOB PURPOSE

Following a Financial Resilience exercise in 2020 and a Sales Review in 2021, a Customer Relationship Management tool (HubSpot) was developed. We are now in the early stages of rolling this out across the organisation – initially domestically but ultimately internationally with franchise partners. We also commissioned an IT review from an external consultant, which identified a number of actions to be taken by the Academy to enhance our performance and enable efficient joint working between and across Teams. This includes the rollout of Microsoft Teams and Sharepoint. **You will carry out the implementation and embedding of these systems across the Academy.**

MAIN DUTIES

- Lead on internal communications and ensure the wider engagement of the staff team in relation to the IT strategy
- Build capability of staff and our Board in Hubspot, MS Teams, and Sharepoint
- Support the ongoing implementation of Entrepreneurial Operating Systems (EOS) throughout the business
- Liaise with our external IT support organisation with regards to the implementation, design, timescale, and communications relating to the IT strategy
- Enable the development of the cross-business IT Strategy group

PERSON SPECIFICATION

- Your working style is a natural fit with Academy values
- You work with integrity and kindness and in awareness of the strengths and needs of the people around you
- You have a good understanding of and a commitment to Equality, Diversity and Inclusion
- You reflect a professional and “can do” collaborative attitude across everything you do
- You do what you say you will do and trust others to do the same
- You are careful and accurate when recording and reporting information and confident using Microsoft Office, databases and IT platforms
- You are able to follow procedures and solve problems and you use your discretion and judgement appropriately
- You thrive on managing a busy workload and competing priorities
- You bring operational level skills and experience that enhance the Academy’s impact and support its growth
- You have great communication skills – written and verbal – and can be relied on to maintain the Academy’s reputation
- You are able to suggest new ideas and improvements across your work and you contribute to planning discussions

ESSENTIAL SKILLS AND KNOWLEDGE

- Proven skills in leading and managing projects
- Advanced level skills with Microsoft products, specifically Teams and Sharepoint

MANAGEMENT AND SUPERVISION

- You will report to the Head of Finance
- You will be part of the Operations team and will collaborate with the Social Enterprise Academy team in the UK and across the world

TERMS & CONDITIONS

Working hours

- Full time: 35 hours per week (with option for flexible working).

- Annual leave entitlement is 25 days plus 10 public holidays

Salary & benefits

- £ 26,000
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities

Place of work:

- Hybrid working between home and our office in Muir of Ord. Occasional (no more than monthly) visits to our head office in Edinburgh with travel to Edinburgh paid for.

Notice Period

- 1 month

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

HOW TO APPLY

1. Complete our application form and Equality and Diversity monitoring form
2. Send your application form and Equality and Diversity monitoring form to **seahr@socialenterprise.academy** by 5pm, Monday 07 August 2023
3. Please note that interviews will take place in person **week commencing 14 August 2023**, at our Muir of Ord office.

If you have any questions or if you would like to discuss any reasonable adjustments for the application or interview process e.g. application form in a different format or extra interview time 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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WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

seahr@socialenterprise.academy | 0131 243 2670



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