



**SOCIAL
ENTERPRISE
ACADEMY**
One becomes many

EDUCATION PROGRAMME COORDINATOR [H&I]

RECRUITMENT PACK

Closing date: 1pm, 13 November 2023

Interviews: 23/24 November 2023



EDUCATION PROGRAMME COORDINATOR [H&I]

FIXED TERM 6 MONTHS | PART TIME (10.5 hours per week (0.3 FTE), flexible working options)

SALARY £24,156 PRO RATA [UNDER REVIEW] PLUS COMPANY BENEFITS (includes a company pension, 35 days annual leave (pro rata), an employee assistance programme and learning and development opportunities)

BASED IN MUIR OF ORD (with the option to work flexibly from home)

Join us to help create a social enterprise in every school in Scotland in the next 2 years.

Thank you for your interest in our Education Programme Coordinator (H&I) role.

In their **10 year Strategy for Social Enterprise**, the Scottish Government announced its ambition to see a social enterprise in every school in Scotland. We have been tasked with leading on the delivery of this goal.

“If you could create a business to solve any social issue in your community, country or the world, what would it be?” This is what we ask young people across Scotland every year. The result? Innovative social enterprises that are completely pupil-led and solving the issues that matter most to them.

From making sustainable crafts to funding community defibrillators to tackling local unemployment through computer coding classes, these young people are stepping up, taking action and demanding change.

Since the Social Enterprise Schools programme began, we’ve had over 1,600 school engagements across Scotland and in that time we have seen young people change how they see themselves and grow hugely in confidence while building essential skills for the future. We work with nurseries, primary and secondary schools and schools for young people with additional support needs.

Using your administration and coordination skills your role will support this activity from our Muir of Ord office, supporting facilitators and social entrepreneurs to work with the schools to make this vision a reality. As part of a highly motivated team, this opportunity offers variety, satisfaction and a great opportunity to be part of something that is making a difference to Scotland.

We appreciate that the best person for this job 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.

JOB PURPOSE

To support our Education Team's roll out of Social Enterprise Schools across the north of Scotland. Providing excellent customer service, administration and coordination skills to aid the team as they develop relationships with key influencers in Local Authorities, Schools and Social Enterprise Networks and to manage the organisation of programme related events.

MAIN RESPONSIBILITIES

COORDINATE THE DELIVERY OF SOCIAL ENTERPRISE SCHOOLS, REPORT ON ITS SUCCESS AND PROVIDE ADMINISTRATION SUPPORT TO THE EDUCATION TEAM AND EDUCATION FACILITATORS:

- To correspond with schools by phone, email and online to provide professional event management support.
- Support with the organisation of programme events such as our Dragons' Den competitions and the Academy's Annual Education Awards ceremony, including supporting events on the day itself.
- To make the logistical arrangements for pupil workshops and CPD programmes, activities and Education events including collating appropriate learning materials, booking venues, catering and equipment or organising on-line sessions via Teams or Google Meet.
- To liaise closely with Education Facilitators and Education Team members to support them with day-to-day tasks and the delivery of Social Enterprise Schools and associated programmes.
- To provide effective administrative and reporting support to ensure programme and learner information is accurately recorded on internal systems and captured for reporting purposes.
- To collate evaluation forms into an overview format for the Education Team, gather and analyse data for reporting purposes and for Education KPIs.

- To work with the Multimedia Marketing and Communications Specialist to raise the profile of Social Enterprise Schools and associated programmes, including gathering content for case studies.
- To coordinate Education Facilitator diaries, booking them in for pupil workshops and teacher CPDs and arranging accommodation and travel for facilitators and manager if required.
- To undertake additional administration tasks as and when required such as designing pages, adding content and managing learners on the Online Learning Platform and supporting the Team with stakeholder/partner meetings arrangements.
- Be a supportive team member and work collaboratively and positively with the Education Team, Global Learning Lab, Education Facilitators and other Academy staff.

PERSON SPECIFICATION

ESSENTIAL

- Geographical knowledge of the Highland and Islands.
- 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 thrive on exceeding client and partner expectations and reflect a professional and “can do” collaborative attitude across everything you do.
- You are equally comfortable working independently or contributing as a supportive team member.
- 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.
- You can demonstrate competence in using Microsoft Office, databases and other IT platforms/systems.
- 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 are flexible and adapt well to changing circumstances and 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 with partners and clients.
- You are able to suggest new ideas and improvements across your work and you contribute to planning discussions.

DESIRABLE

- Knowledge of the Scottish education Curriculum for Excellence.
- Gaelic language proficiency (spoken and written).
- Knowledge of Google Suite.
- Event Management experience.

ADDITIONAL INFORMATION

MANAGEMENT AND SUPERVISION

You will be part of the Education Team and report to the Education Manager for your area.

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

- 10.5 hours per week with option for flexible working.
- 6 month fixed term contract.
- Annual leave entitlement is 25 days plus 10 public holidays (pro rata).
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities.
- Place of work – Muir of Ord office with the option to work flexibly from home.
- The post is part of the Education Team and will report to the Education Manager.
- Notice period – one month.

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 Monday, 13 November 2023**.
- Please note that interviews will take place at our Muir of Ord office on **23 & 24 November 2023**.

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 e.g. application form in a different format or extra interview time please get in touch: [Lanagh Taylor](#) | [0131 243 2670](tel:01312432670) | seahr@socialenterprise.academy





SOCIAL ENTERPRISE ACADEMY

One becomes many

leadership | enterprise | learning | social impact

www.socialenterprise.academy

WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

seahr@socialenterprise.academy | 0131 243 2670



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