



**SOCIAL
ENTERPRISE
ACADEMY**
One becomes many

**RESEARCH AND DEVELOPMENT
OFFICER
[SOCIAL ENTERPRISE SCHOOLS]
RECRUITMENT PACK**

Closing date: 9am, 04 December 2023

Interviews: 08 December 2023



RESEARCH AND DEVELOPMENT OFFICER

1 YEAR FIXED TERM | FULL TIME (35 hours per week, flexible working options)

START DATE | 08 JANUARY 2024

SALARY | £21,840 PLUS COMPANY BENEFITS (includes a company pension, 35 days annual leave, an employee assistance programme and learning and development opportunities)

BASED IN EDINBURGH (with the option to work flexibly from home or from our Muir of Ord or London office)

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 Research and Development Officer role. We are looking for an enthusiastic and motivated individual with strong research and analytical skills who wants to make a difference to young people here in the UK and internationally.

This is a 12-month position run as part of 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.

Your role will be to work with learning and development specialists within our Global Learning Lab team leading on research to identify global best practice in entrepreneurship education for young people disengaged with education. The role would work closely with others in the Academy including our Schools Teams in Scotland and England. You can find out more about our Social Enterprise Schools programme [here](#).

We are looking for someone who wants to work with vibrant, entrepreneurial and dedicated people and colleagues and with a good value-fit with our organisation.

Having the right mindset, 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, skills and attitude will help you to make a great contribution in this role and you have the right mindset, 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

The Time to Shine Placement will lead on research to identify global best practice in entrepreneurship education for young people disengaged with education.

This role will explore what offer exists for young people to engage in social enterprise around the world, including the Academy's Social Enterprise Schools, and explore how we can share this learning and support the Academy to develop a product ready for scaling internationally.

MAIN RESPONSIBILITIES

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

The role has three key objectives:

- Undertake research in global best practice of experiential entrepreneurship learning for young people aged 11-18. Identify critical success factors that focus on activity that enables young people from disadvantaged backgrounds to re-engage with education and with their own futures and how longitudinal impact of learning is evidenced and attributed.
- Support colleagues to develop the Social Enterprise Schools product in the Global North to incorporate leadership outcomes, enhancing the self-leadership and teamwork skills of disadvantaged young people. The product would need to be scalable, saleable and aligned with relevant policy priorities.
- Support colleagues in Social Enterprise Schools, Global Learning Lab and International Teams to develop a Social Enterprise Schools self-serve product available at little or no cost for schools in the Global South.

PERSON SPECIFICATION

ESSENTIAL

- Age 18+ with a strong work ethic, but currently underemployed.
- Able to undertake research and source information as required.
- Able to use data and analysis to form recommendations.
- 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

- You have an interest in social entrepreneurship; knowledge management, research and analysis; social innovation; business development; research and analysis.

MANAGEMENT AND SUPERVISION

- The post is part of the Global Learning Lab and will report to the Learning and Development Innovation Specialist.
- 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 per week with option for flexible working.
- 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 – Edinburgh office with the option to work from our Muir of Ord or London office or flexibly from home.
- Notice period – one 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
- Send all three documents in **Word document format** to seahr@socialenterprise.academy **by 9am Monday, 04 December 2023**

- Please note that interviews will take place via Zoom on **08 December 2023**

More information is 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 | seahr@socialenterprise.academy

THE TIME TO SHINE [T2S] LEADERSHIP PROGRAMME 2024 CANDIDATE GUIDE

The Rank Foundation's Time to Shine Programme (T2S) has been running for over ten years. Each year, Rank offers a grant to a charity from within their network to fund a full-time, paid Time to Shine candidate (known as a T2S leader).

The T2S programme is experiential and focuses on leadership skills, encouraging personal and professional development through attendance at conferences, action learning and programme mentoring.

T2S leaders work on all kinds of projects for example fund raising, managing an event, developing social media presence to help build capacity within the organisation and to develop their own leadership potential. Find out more about the T2S programme and some of our current leaders [here](#).

To find about more about history of the Rank Foundation and the work we do, visit www.rankfoundation.com

PROGRAMME COMPONENTS:

- Rank Annual Conference
- Launch Conference
- Bursary
- Mentoring
- Action Learning
- Review Conference

WHAT TO EXPECT

Rank estimate 15% of the leader's time will be spent participating in leadership programme activities and events throughout the year, often requiring travel across the UK and staying away from home. Salary paid at least **Living Wage Foundation** rate, currently £10.90*per hour across the UK, £11.95* per hour in London.

Candidates are allocated to a group of eight leaders and attend a series of Leadership days throughout the year working with a qualified action learning facilitator. **What is Action Learning?**

In line with Rank's ethos, the organisation and the named manager will be expected to support the T2S leader in their role and to make the most of the opportunities offered through the programme. The T2S leader gains membership of RankNet, Rank's vibrant community engagement platform with over 1000 members from across the social sector.

Leaders are able to apply for training bursaries and take part in networking and development activities through RankNet.

Reasonable travel and subsistence costs to the programme conferences and events.

* The Living Wage is reviewed annually and the new rate published in autumn. The Rank Foundation will pay the rate at new rate.

KEY DATES THE LEADER ATTENDS

- Launch conference - 48 hours week commencing 22nd January or 29th January 2024
- Review conference - 48 hours week commencing 10th June 2024 or 17th June 2024.
- Rank Annual conference - 48 hours September 2024 Leadership days - 4 individual days throughout the year, may require travel and overnight accommodation.
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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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