



**SOCIAL
ENTERPRISE
ACADEMY**
One becomes many

EDUCATION ADMINISTRATOR (SCHOOLS DELIVERY UK)

RECRUITMENT PACK

Closing date: 1pm, Monday 16 September 2024

Interviews: w/c 30 September 2024



EDUCATION ADMINISTRATOR (UK)

PERMANENT | FULL TIME (1.0 FTE, 35 hours per week, flexible working options)

SALARY £23,560 PLUS COMPANY BENEFITS (includes a company pension, 35 days annual leave, an employee assistance programme and learning and development opportunities)

REMOTE WORKING (post-holder can be based anywhere across the UK, shared working spaces and offices available in Muir of Ord, Edinburgh and London)

Thank you for your interest in our Education Administrator role.

We are looking for a customer-focused, friendly, helpful, and well-organised administrator to support us in delivering the Social Enterprise Schools programme across the UK.

The Social Enterprise Schools programme – part of the Social Enterprise Academy – is an extra-curricular programme which inspires young people (aged 5-18) to become social entrepreneurs. We ask young people to identify a social or environmental issue they care about, before supporting them as they create a trading social enterprise over the course of a school year. Through Social Enterprise Schools, they build critical skills for life and work, connect with their communities and impact a social problem. Over the years, young people have created a range of innovative social enterprises, from tackling local unemployment through coding classes to selling books with diverse heroes in them.

You will be joining the team at an exciting time. Initially launched in Scotland in 2007 the Social Enterprise Schools programme has now worked with over 1200 schools across the UK and this figure is set to grow.

Your role will be to support the Education Teams to provide administrative, clerical and logistical support for the roll out of Social Enterprise Schools across the UK. The role is mainly internal facing – providing support to Schools Coordinators, Education Managers and Education Facilitators across a range of functions. You will also work with schools and teachers to ensure the smooth running of Workshops, and national and regional events.

Work closely with the Education Managers and School Coordinators across the UK you will provide administrative support based on the activity requirements across the UK. Tasks primarily include diary management, recording of activity, and supporting with event logistics. You will implement agreed processes and provide clerical and logistical support to ensure the achievement of annual team-based targets.

This role will be fully remote, based from anywhere in the UK. The Social Enterprise Academy has shared working space and offices in three locations (Muir of Ord, Edinburgh, London) which you will

have access to, if required. It is anticipated that there will be some travel requirements within the UK for events and team days.

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,

A handwritten signature in black ink, appearing to read 'Neil McLean', with a long horizontal flourish extending to the right.

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 the effective delivery and maximise the impact of the Academy's Social Enterprise Schools programme:

- To provide exceptional administrative support to the two Education Teams to ensure high-quality delivery of Social Enterprise Schools across the UK.

MAIN RESPONSIBILITIES

CUSTOMER SERVICE AND SIGNPOSTING

- To be a point of contact for general enquires to the Education Teams in the UK, providing excellent customer service and signposting them to the relevant colleagues.

ADMINISTRATION

- Support the Education Teams with a range of tasks relating to day-to-day online and in-person programme.
- Leading on the administration of CPD sessions, pupil workshops and business mentoring sessions by managing school and facilitator diaries.
- Coordinating facilitator bookings and arrangements and ensuring they have everything they need to deliver their sessions.
- Responsible for gathering and accurately recording Monitoring, Evaluation and Learning data from pupil workshops, and business mentoring sessions, and management information for key annual projects/events on HubSpot.
- Support the Education Teams with management and recruitment of facilitators - tasks will include the maintenance of the database of Education facilitators contact details, contracts, PVG/DBS checks and biographies.

EVENT SUPPORT

- Providing administrative support for facilitator gatherings and team days.
- Work closely with the Education Teams to support with logistics at Education Awards across the UK, and events and for key annual projects such as the Big Issue Launch Event.

PERSON SPECIFICATION

ESSENTIAL

- Your working style is a natural fit with Academy values.
- You work with integrity and kindness.
- 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 have strong organisational skills and have excellent attention to detail.
- You are confident using Microsoft Office, databases and other IT platforms/systems.
- You can 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 administration and customer service skills and experience that enhance the Academy’s impact and support its growth.
- You have good communication skills – written and verbal – and can be relied on to maintain the Academy’s reputation with partners and clients.
- You suggest new ideas and improvements across your work and you contribute to planning discussions.

DESIRABLE

- Knowledge of UK education systems.

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.
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities.
- The post is remote but option to work at Edinburgh office, Muir of Ord office, or London office if based nearby.
- The post is part of both the Education Teams (Scotland and England/Wales) and will report to the Education Delivery Lead (England).
- 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 16 September 2024**.
- Please note that interviews will take place via Teams week commencing 30 September 2024.

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 | seahr@socialenterprise.academy





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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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