



**SOCIAL
ENTERPRISE
ACADEMY**
One becomes many

RECRUITMENT PACK



PEOPLE AND LEARNING MANAGER

Closing date: 5pm Monday, 14 July 2025

Interviews: 22 July 2025

INTRODUCTION

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 People and Learning Manager role. We are looking for a qualified and experienced HR professional to join our team.

Why this role matters — and why it matters to me

At the Social Enterprise Academy, we don't just deliver learning programmes. We create spaces where people can connect with who they are, discover what they're capable of, and grow into the leaders their communities need.

That belief isn't abstract for me — it's personal. Years ago, I went through a hugely impactful transformational learning experience, and it changed how I saw myself and how I saw learning. Not just learning about something — but learning about yourself, your values, and your capacity to lead with integrity through challenge and change.

That's why the Academy exists. We're here to support people who are stepping forward to make a difference in their communities — often against the odds. We do that through transformational learning: immersive, reflective, and practical experiences that develop not just knowledge, but confidence and courage. We've supported over 28,000 adult learners and over 55,000 young people across 30 countries — and we're just getting started. Please read our [manifesto](#) – if it strikes a chord with you, we'd like to hear from you.

But here's the truth: none of that is possible unless our own people feel safe, supported, and inspired. That's where this role comes in.

We are looking for someone who will help us be the kind of workplace we want to be — not just compliant and efficient, but deeply human. A place where wellbeing is taken seriously, where inclusion is real, and where people can bring their whole selves to work and grow into their best. A place where a sense of belonging is nurtured and achieved.

If you're an HR professional who sees people as more than job descriptions — if you believe that leadership begins with how we treat each other — and if you want to help us build a learning culture from the inside out, then we'd love to hear from you.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Neil M', with a long, sweeping horizontal line 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.

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.

OUR VALUES



Leading Empowerment:

We believe we have a leadership role serving a movement achieving social change



Enterprising Collaboration:

We believe our success relies on the success of others



Authentic Integrity:

We believe in what we do, and exemplify it in practice



Responsibility with Trust:

We believe in each other's potential and ability to learn by doing



Nurturing Kindness:

We believe in life being healthy, happy and fun

JOB PROFILE

LEARNING AND PEOPLE MANAGER

Contract Type/ Hours	Permanent Part-Time 17.5 hours per week, flexible working options
Salary	£35,000 pro-rata/ per annum + Company Benefits Includes a company pension (up to 8% employer contribution), 25 days annual leave plus 10 public holidays (pro rata), an employee assistance programme and learning and development opportunities
Location	Edinburgh With the option of hybrid working, a minimum of 1 day a week from the office in Edinburgh

JOB PURPOSE

This is a critical technical role within The Academy which supports colleagues' journey from recruitment to exit and makes a key contribution to the success of the Academy as a workplace of choice. Through effective business partnering across the organisation, the role ensures that staff are equipped with the guidance, materials and ability to manage their teams and drive a high performing, positive and healthy working culture with a focus on equality, diversity and inclusion. Through overseeing the delivery of organisational learning and development, the post-holder ensures that staff remain able to effectively deliver the work of the Academy.

The role ensures compliance with all related statutory requirements, developing and maintaining policies, overseeing HR procedures, managing payroll and pension providers and the related administrative requirements.

MAIN RESPONSIBILITIES

- Contribute to organisational planning in relation to workforce planning & priority projects
- Develop and monitor key performance indicators and provide HR related management information and reports as required to SLT, OLT and Board
- Develop & maintain staff-related policies and procedures, ensuring compliance with statutory regulations & partnering with teams to ensure awareness & adherence across the organisation
- Oversee the recruitment, selection and onboarding process, negotiating with suppliers where required & ensuring Managers have appropriate guidance & materials available to them.
- Handling of disciplinary processes and formal grievances as required
- Management of HR administration processes, databases & filing systems including appraisal process, performance monitoring, leave records and exit interviews, ensuring appropriate confidentiality and compliance with GDPR requirements.
- Ensure a focus on Equality, Diversity and Inclusion in all The Academy's HR processes
- Identify organisational learning and development needs & opportunities, and develop a plan to deliver skills development within budget
- Advise on pay structures, employee perks and benefits
- Procure and manage the relationship with the Pension Provider, ensuring appropriate review, administration, staff awareness and enrolment is delivered to comply with law
- Manage the relationship with the external Payroll Provider and ensure timely & accurate provision all information required
- Drive Staff engagement and satisfaction, utilising staff surveys to inform future direction.
- Lead the coordination of internal groups, forums & workshops in relation to staff wellbeing
- Liaise with external consultants for technical support as required

PERSON SPECIFICATION

Skills and Knowledge (Essential unless noted otherwise)

- Excellent understanding of HR employment law, HR processes, policies, and best practices with the ability to apply this appropriately.
- Highly developed interpersonal and communication skills with the ability to build relationships with employees and managers across all levels of the organisation.
- Ability to handle confidential matters with professionalism and discretion.
- Change management and project management skills.
- Excellent organisational and administrative skills and a knowledge of GDPR requirements.
- CIPD or relevant qualification.

Experience (Essential unless noted otherwise)

- Previous experience across a wide range of HR matters in a similar size or larger organisation.
- Experience of influencing with confidence at a senior level.
- Experience in using HR systems and related technologies.
- Previous experience of managing a team (desirable).

Behaviours (Essential)

- You are an excellent communicator and a strong team player who is willing to share your knowledge and expertise with colleagues and stakeholders to achieve great results in line with the Academy's vision and values.
- You are a credible ambassador for the Academy. You are comfortable building and maintaining key stakeholder relationships and partnerships.
- You work and lead with authentic integrity and are consistently a role model for the Academy values.
- You have a good understanding of and commitment to Equality, Diversity and Inclusion. You value diversity of thought and encourage colleagues to provide and accept challenge to drive continual improvement and business growth. You do what you say you will do and trust others to do the same.
- You work with kindness and an awareness of the strengths and needs of the people around you. You are committed to developing yourself and supporting others to thrive in the workplace.

TERMS AND CONDITIONS

- 17.5 hours per week with the 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 of hybrid working. One day a week office based
- The post is part of the Finance and Resources team and will report to the Head of Finance and Resources
- Notice period – 2 months

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 **5pm, Monday 14 July 2025**.
- Please note that interviews will be held on 22 July 2025.

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:

Karen Veitch | 0131 243 2670 | 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:

0131 243 2670 | seahr@socialenterprise.academy



Social Enterprise Academy