



## **Job Description**

### **Network Coordinator (SSEN)**

#### **Introduction**

Sheffield Social Enterprise Network (SSEN)<sup>1</sup> is a member-led network bringing together social entrepreneurs, social enterprises and those who support them. SSEN has a mission to enable social enterprises to “achieve greater social impact through making connections, becoming better informed, sharing experiences and leveraging a stronger collective voice”. SSEN has led in successfully gaining Social Enterprise Place status for Sheffield in 2018 and is now aiming to deepen awareness, knowledge sharing and peer support for social enterprise and to expand our reach into the Sheffield City Region (SCR). To drive forward this new phase of development we are seeking to recruit a Network Coordinator as part of a new partnership-based initiative funded by the National Lottery Community Fund and European Regional Development Fund 2014-2020, and working with Social Enterprise Exchange<sup>2</sup> and the SCR Growth Hub.

#### **Job Overview**

We are looking for an entrepreneurial individual to work alongside our partners to support the city region’s social enterprise sector with a focus on network development, communications and advocacy. This is an exciting opportunity to grow and lead a network of social enterprises, identifying opportunities and leveraging resources where appropriate. You’ll be great at making connections, communicating messages, building networks and advocating for social enterprise. You’ll get to know the city region’s social leaders, decision makers and key players, building lasting connections, raising the profile of social enterprise and nurturing mutual support.

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<sup>1</sup> [www.ssen.org.uk](http://www.ssen.org.uk)

<sup>2</sup> [www.socentxchange.net](http://www.socentxchange.net)

## Duties and Responsibilities

- Manage network membership and incoming enquiries
- Prepare monthly newsletters
- Lead on SSEN's responsibilities for the SEE/SSEN work programme
- Manage web, social media and other communications
- Build connections with key stakeholders in the city region
- Plan and organise workshops, conferences, events and networking opportunities
- Proactively identify opportunities to help grow the social enterprise sector
- Facilitate sector level consultations and collaborations
- Work with the Social Enterprise Place steering group to deliver the SE Place vision
- Report to and attend meetings of the SSEN board
- Provide reports and attend meetings of the SEE partnership
- Develop strategies and resources for sustainability of the network
- Undertake such other duties as reasonable required and agreed with the post holder

In carrying out these duties the post holder will be required to respect all internal policies and procedures of Sheffield Social Enterprise Network and of the Social Enterprise Exchange programme including on equalities and diversity, environmental, and health and safety.

## Reporting

Supervision and support for the post will be provided by the Social Enterprise Exchange Project Director. The post holder will provide regular progress reports to the Board of Sheffield Social Enterprise Network and the Project Management Group of Social Enterprise Exchange.



## **Person Specification**

### *Essential criteria*

- Current understanding of the strategic context for social enterprise
- Exceptional cross-team working skills, and able to build alliances and partnerships between different enterprise support functions across the Sheffield City Region.
- Experience of project management, preferably in a changeable environment
- Computer literacy, including programmes such as Word, Excel and PowerPoint.
- Experience of effectively managing client relationships
- Effective communication skills, both written and verbal
- Excellent customer service skills, including handling phone and email enquiries
- Ability to develop creative approaches to problem solving
- Ability to assess and organise resources, and plan and progress work activities
- Experience of developing and maintaining a network of contacts
- Experience of adapting own skills and knowledge to new circumstances.
- Ability to prioritise demanding workloads
- Experience in managing and delivering events
- Confident, friendly and articulate manner

### *Desirable criteria*

- A good honours degree (or equivalent experience)
- Knowledge and understanding of the external social enterprise agenda and environment
- Experience of organisational development and fundraising
- Experience in creating and developing newsletter content

## **Terms and conditions**

In the first instance the post will be legally administered for employment purposes through Community Media Solutions, which is the lead partner in the Social Enterprise Exchange consortium and for which the following terms and conditions of employment will apply.

### *Salary*

Starting salary £21,000 for a 21 hour week (£35,000 full time equivalent x 60 per cent).

### *Pension*

Stakeholder pension scheme offered with employer contribution of 6 per cent of gross salary.

### *Location*

Community Media Solutions, 15 Paternoster Row, Sheffield S1 2BX.

### *Holidays*

15 days annual leave, plus bank holidays pro rata to hours worked (60 per cent).

### *Hours*

Part-time 21 hours per week (60 per cent of full-time equivalent).

### *Trade union*

The person appointed is encouraged to belong to an appropriate trade union.

### *Duration and probationary period*

The position is linked to delivery of a time limited project. The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

## **Applications**

By submission of CV (no longer than 2 pages), together with a covering letter of up to 1000 words outlining relevant experience and motivation, and contact details for two referees.

Applications should be sent by email to: [ssen-job@socentxchange.net](mailto:ssen-job@socentxchange.net) including the reference [SSEN-JOB] in the subject line; or by post to: Community Media Solutions, 15 Paternoster Row, Sheffield S1 2BX, including the reference [SSEN-JOB] on the envelope.

**Deadline for applications: 11pm, Sunday 22 March 2020**

## Equal Opportunities Monitoring Form

Please complete this to help us to monitor and implement our equal opportunities policy. This information will be detached from your application form on receipt, and will in no way affect the outcome of your application, and will not be made available to the appointment panel.

### GENDER:

Female

Male

### ETHNIC ORIGIN:

Bangladeshi

Black-African

Black-Caribbean

Black-Other (please specify) .....

Chinese

Irish

Pakistani

Indian

White

Other (please specify) .....

### AGE:

Under 25

25 – 34

35 – 44

45 – 54

55 – 64

Over 65

### DISABILITY

Do you consider yourself to have a disability\*? Yes  No

*(\*The loss or limitation of opportunities to take part in the life of the community on an equal part with others due to physical or social barriers and discrimination - definition provided by organisations supporting individuals with a disability and /or long term health condition).*

### DEPENDANTS

a) Do you care for dependent children? Yes  No

b) Do you care for other dependants? Yes  No

(For example, elderly or disabled relatives)