

About Social Enterprise East of England (SEEE)

SEEE was established in 2005 as a regional network and support organisation for social enterprises. We are a partner of Social Enterprise UK, have a membership of 250 social enterprises, with a wider community of approximately 2,000 social enterprises and stakeholders.

We see social enterprise as one of the best ways to effect positive social & environmental change. Our vision for the East is to have an inspiring network of social enterprises that help people thrive in sustainable local communities and economies.

SEEE's purpose is to promote, empower, connect, and grow our social enterprise sector. We do this by:

- Promoting and facilitating a thriving social enterprise network to help individual enterprises be collectively more impactful.
- Delivering projects and services to inform, inspire, upskill, and grow the sector
- Linking our members with decision makers and funding opportunities to give them a voice and a chance to influence and prosper.

SEEE is working with a range of partners on a project facilitated by the South England Local Enterprise Partnership (SELEP) to increase, consolidate and unify the level of opportunity and business support available to social enterprises across Sussex, Kent, and Essex. To achieve this a Social Enterprise Supporter will be required to work within each of the counties.

Below are details of this exciting opportunity.

Social Enterprise Supporter (Essex) - about the work and this role

First, thank you for your interest in working with us!

The focus of this role is on outcomes and making a difference for the social enterprise sector in Essex, Southend-on-Sea, and Thurrock, and therefore, for local people and their environment.

We are looking for someone with the knowledge, skills, aptitude and drive to work with our team, partners, new and developing social enterprises, and other external organisations for the benefit of the region's social enterprise sector.

We know people come from a diverse range of backgrounds and experiences and welcome people with lived experience and non-traditional backgrounds. In this vein tell us your experiences, learning, failures and what excites you in this role even if you don't feel you meet all the criteria.

Business Support & Training	
1	Provide 1:1 business support for start up and existing social enterprises and broker support from other appropriate sources, assessing each enterprise or individual and create a bespoke pathway specific to their individual need
3	Work with a range of education, skills and opportunity partners to help provide training for roles within current and future social enterprises.
4	Design and deliver courses and events across Essex, including workshops and bespoke training to fill any gaps in the current business skills support available in the county for Social Enterprises
5	Build the capacity and confidence of individuals who are wishing to start up a social enterprise through 1:1 support
6	Explore with partners, social enterprises, infrastructure organisations and other external partners to find income generating opportunities and mechanisms suited to social enterprises
7	Foster growth within SEs, enabling an increase in trading activity, innovation, and business development especially for those organisations that were affected by Covid
Promotion & Networking	
1	Work with colleagues to develop relationships and build partnerships within the business sector and support business activities within the Social Enterprise sector
2	Help raise awareness and increase understanding of the work of social enterprise within Essex, Southend-on-Sea and Thurrock and the added value it brings to those that live or work there
3	Help raise awareness of career & local income generating opportunities within and for the sector
4	Foster a culture of mutual support and co-operation amongst Social Enterprises and work with colleagues to arrange networking events
5	Champion the services of BEST Growth Hub and other support and training opportunities
6	Work to create the circumstances for social enterprises overcome capacity challenges (for example through improved sharing of information, tasks and resources, developing volunteer capacity, etc).
7	Actively contribute content for social media and for the wider marketing function.
Project Administration	
1	To work with colleagues and engage effectively with partners including Best Growth Hub and the other Navigators in Kent and Sussex, social enterprises, local authorities, infrastructure groups, advisory groups and other external organisations to deliver the aims of the project
2	Report to colleagues at regular intervals concerning business support activities and future opportunities

3	Represent SEEE at a range of working groups, meetings, and networks relevant to the social enterprise sector
4	To identify and respond to threats and opportunities which might affect the project and social enterprise activity in the region, contributing to develop the strategy and resources to seize these opportunities or respond to threats
5	To identify future grants and contracts to continue this work, and support in developing bids and proposals to win those contracts.
6	Any other reasonable tasks as requested

Do you have the passion, drive, some experience, and the desire to develop and listen?

Here is the Person Specification for the role.

Social enterprise	
1	Knowledge and understanding of issues and challenges faced by social enterprises and social entrepreneurs
2	Knowledge of local and national social enterprise provision
3	Knowledge of legal structures used by social enterprises and the strengths and weaknesses of each in different contexts
4	Understanding of financial planning in the context of the blended sources of finance used by social enterprises and the ability to communicate these with individuals with little financial experience
5	Understanding of how to embed commercial skills within a value based organisation
Skills and Abilities	
1	Knowledge of digital communication and marketing methods, techniques and procedures
2	Strong interpersonal skills and the ability to work with a diverse range of people
3	Excellent verbal, written, communication and presentation skills including report writing skills in English language
4	Ability to use own initiative and organise own workload in consultation with the Managing Director
5	Effective IT Skills – working on project management apps, Word, Excel, PowerPoint, Zoom, e-mail, internet.
6	Proactive and dynamic in solving problems and time management
7	Outward looking, with a thirst to learn from good practice across the wider region
Experience	

1	Experience in providing business support to social enterprises, or experience of running a social enterprise and the ability to apply your skills in a wider context
2	Experience in project delivery, managing risks, managing impact and complying with funding requirements
3	Experience in organising and managing events
4	Experience of partnership working, building effective relationships, influencing and negotiating with internal and external stakeholders across sectors and the public.

This is a one-year contract for £24,150 for self-employed services worked 3.5 days a week for 46 weeks of the year from home with travel across Essex, Southend-on-Sea, and Thurrock with some work in the evenings as necessary to fulfil the role. Travel expenses will be paid within Essex but not to the County

Please send a CV or video application addressing why you are well suited to this role to admin@seee.co.uk by 24th July 2022

Any questions at all, please contact Deb at Deb.Lee@seee.co.uk