

About Social Enterprise East of England (SEEE)

SEEE a regional network and support organisation for social enterprises. Established in 2005, 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 looking to grow our reach across the counties we serve and have identified the need for an outreach role. Below are details of this exciting opportunity.

Membership Engagement Officer

About the work and this role

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

The focus of this role is reaching out to members and prospective members in the social enterprise sector across the East of England (Bedfordshire, Cambridgeshire, Essex Hertfordshire, Norfolk, and Suffolk).

We are looking for someone with the 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 do not feel you meet all the criteria.

Membership Engagement	
1.	To work with colleagues and engage effectively with startups and established social enterprises as well as supporter members to deliver the aims of SEEE.
2.	Establish and run new member and renewing member engagement processes.
3.	Provide opportunities for our members to convene (perhaps in partnership with other organisations).
4.	Explore the feasibility and then establish and run a volunteer representative network
5.	Represent SEEE at a range of working groups, meetings, and networks relevant to the social enterprise movement
6.	To identify and respond to threats and opportunities which might affect social enterprise activity in the region, for example, building on an understanding of who starts a SE, what sparks that, and the stages of development and growth.
7.	Contributing to developing the strategy and resources to seize these opportunities or respond to threats (see above) including identifying future grants and contracts to continue this work, and support in developing bids and proposals to win those contracts.
8.	Report to Managing Director at regular intervals concerning engagement processes and opportunities for the movement to convene
9.	Any other reasonable tasks as requested by your manager
Promotion & Networking	
1.	Collaborate with colleagues and engage with partners working with the social enterprise movement including local authorities, growth hubs, CVSs and other advisory groups, and other external organisations to deliver the aims of SEEE
2.	Collaborate with colleagues to develop relationships and build partnerships within the business sector to recruit new supporter members and leverage support of the business sector to build a bank of mentors and other business support opportunities for the SE movement, e.g. in supply chains.
3.	Raise awareness and increase understanding of the work of social enterprise within the region and the added value it brings to those that live or work there
4.	Foster a culture of mutual support and co-operation amongst Social Enterprises and lead on arranging networking events
5.	Collaborate with colleagues to develop a Reps network of like-minded individuals across the counties in which SEEE operates
6.	Help work to create the circumstances for social enterprises to overcome capacity challenges (for example through improved sharing of information, tasks, and resources, developing volunteer capacity, etc).
7.	Help deliver relevant content via social media, newsletter, and website.

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	An interest, awareness or knowledge of issues and challenges faced by social enterprises and social entrepreneurs.
2	An interest, awareness, or knowledge of local and national social enterprise provision
3	An interest, awareness or knowledge of legal structures used by social enterprises and the strengths and weaknesses of each in different contexts
4	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	Experience/interest in writing and sharing content to social media platforms and other digital content channels e.g. relevant websites to advertise our offering
5	Ability to use own initiative and organise own workload in consultation with the Managing Director
6	Effective IT Skills – working on project management apps, SharePoint, Word, Excel, PowerPoint, Zoom, e-mail, internet.
7	Proactive and dynamic in solving problems and time management.
8	Outward looking, with a thirst to learn from good practice across the wider region
Experience	
1	Experience in communication or in supporting a network of groups or members.
2	Experience in project delivery, managing risks, managing impact, and complying with funding requirements.
3	Experience in organising and managing events.
4	Experience of social enterprises or the wider third sector (Charities, Co-ops, CVS, Volunteer sector/VCSE)
5	Experience of partnership working, building effective relationships, influencing, and negotiating with internal and external stakeholders across sectors and the public.

This is a 6-month self-employed contract for 21 hours per week (£120 per day).

Travel expenses will be paid for travel across the East of England (Note that SEEE covers Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, and Suffolk).

How to apply: Please send a CV or video application addressing why you are well suited to this role to admin@seee.co.uk by Monday 22nd April 9am.

Timeline of recruitment process:

- **Closing date Monday 22nd April 9am**
- **Interviews w/b 29th April (Cambridge or Zoom)**
- **Post to start during May or by w/b 3rd June.**
- **Contract to end no later than 3rd December unless extended (time determined by start date)**

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