



## Human Resources

### Job Description

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| <b>Post:</b>            | Head of Social Enterprise                  |
| <b>Responsible to:</b>  | Director                                   |
| <b>Salary:</b>          | £ 37,306 pro rata                          |
| <b>Hours:</b>           | 30 – 37.5                                  |
| <b>Contract length:</b> | December 2019 (with opportunity to extend) |

We are an innovative social enterprise hub creating, inspiring and supporting the growth of business for good. Businesses are changing the world for the better and they are only just getting started. There is a growing movement of dynamic businesses who focus on more than profit and we are here to help them grow. We want to see a better world, where all businesses create positive social and environmental impact through their work.

The Head of Social Enterprise will work with us in taking our vision forward by managing the development, growth and effective operation of our social enterprise support delivery. You will successfully manage a range of social enterprise projects while maintaining a focus on developing innovative social enterprise support delivery and building a committed network of cross-sector support to enable social enterprise to thrive.

We are looking for a Head of Social Enterprise with an entrepreneurial outlook, excellent leadership skills and the ability to demonstrate previous success in delivering impactful social enterprise support. With a strong commitment to the growth of business for good, you will drive the growth of the social enterprise sector in the city.

## Key Responsibilities

### Community Building

- Build a dynamic cross-sector network to maximise opportunities and resource, enabling the social enterprise sector to thrive
- Actively reach out to social enterprises and social innovators to find out what drives them, how they seek to grow and develop ways that The Platform can support them
- Represent social enterprise and The Platform at a strategic level to positively influence strategy and policy

### Business Support

- Develop and manage The Platform's programme of social enterprise business support

- Manage the development of innovative models of social enterprise business support that promote ambitious business growth and impact
- Deliver business support to social enterprises and consultancy clients

Project Management

- Project manage and ensure the successful implementation of a range of social enterprise projects to achieve full delivery and financial achievement
- Ensure effective quality assurance systems are implemented and excellent customer service is delivered by all social enterprise staff
- Lead, inspire and develop a high performing team through driving a positive culture of high aspirations and continuous improvement by providing support, development and performance management that enables individuals to work at their best.
- Manage the impact measurement of the social enterprise department, contributing to the organisation's annual impact report.

Development

- Be outward looking and pro-active in approach, including identification of new business opportunities and partnerships to maximise social impact and income generation opportunities
- Work with the Head of Business Operations and Director in the development of commercial social enterprise products and services to increase income generated through trade.
- Develop and implement a communication, sales and marketing strategy to raise awareness of social enterprise, the work of The Platform and recruit social enterprise participants onto projects and programmes.

Organisational Operations

- Contribute to the organisation's business planning, policy and decision making processes as part of the organisation's Senior Leadership Team
- Be involved in the wider work of organisation, including management meetings, business planning, staff cover, and communication of services, team meetings and events
- Undertake other reasonably required duties as appropriate to the grade and character of the post

**Person specification**

| <b>Essential</b>   | <b>Desirable</b>  |
|--|---|
| Experience of working in a social enterprise leadership role, representing the sector at a strategic level                                   | Experience of starting and running a social enterprise            |
| Experience of effectively project managing complex, multi partner projects with full delivery and financial achievement                      | Experience of project managing EU Funded projects                 |
| Ability to build a thriving cross-sector network to maximise the opportunities and resource to enable the social enterprise sector to thrive | Experience of developing fee based business to business services. |

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| Experience of performance management of staff through engagement, involvement and empowerment | Experience of effectively measuring and reporting on social impact and social value  |
| Clear communicator with the ability positively represent the sector                           | An entrepreneurial outlook and ability to identify and develop opportunities for new products and services that will both create impact and secure new resources |
| Excellent IT and organisational skills with the ability to work to agreed deadlines           | Experience of developing and delivering innovative social enterprise support and resources that have measurable impact on social enterprise growth.              |
| Ability to work flexibly including working occasional evenings, weekends and travel overseas  | Experience of developing and implementing an effective sales and marketing strategy  |

To apply, please send your completed application form to [info@theplatform.org.uk](mailto:info@theplatform.org.uk).

**Closing date:** Midday, 11<sup>th</sup> January 2018

**Interviews:** 19<sup>th</sup> January 2018

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