

CHIEF EXECUTIVE OFFICER, SSE AUSTRALIA

Job Summary

Operating from Sydney or Melbourne, the Chief Executive will have strategic and operational responsibility for the School for Social Entrepreneurs Australia.

S/he will play a key role in the strategic development, marketing and revenue generating activities for the School in its efforts to become the leading provider in its field.

The successful candidate will demonstrate clear leadership abilities, be aligned with SSE's mission, and be familiar with training & development programmes for individuals and organisations.

Context

The School for Social Entrepreneurs Australia was launched in March 2009 to provide existing, potential and developing social entrepreneurs with access to personal and organisational development support through a series of peer-led action-learning programmes. The methodology is based on 15 years experience of SSE in the UK. SSE Australia is an Associate School of SSE UK and operates under a license agreement that sets out the shared philosophy, common standards and principle of partnership working that all Schools in the global network sign up to. SSE Australia is currently hosted by Social Ventures Australia, an organisation that provides funding and strategic support to non-profit partners.

In addition to SSE Australia, the global network of SSE extends across seven Associate Schools in the UK as well as a new Associate School in Ontario, Canada, which is due for launch in spring 2012. SSE-UK, the franchisor and hub school located in London, was established in 1997 by Michael Young, a serial social entrepreneur and founder of the Open University as well as the Consumer Association (Choice) and Language Line (TIS). SSE UK is a registered charity and trading company.

Purpose

The Chief Executive will provide leadership and a clear sense of direction for SSE Australia with overall responsibility for the School's current and future activities. S/he will develop and maintain productive dialogue with key groups of stakeholders on whose support the School depends for its reputation, success and growth, including funders, potential partners, founders present and past students, speakers, mentors, advisors and other organisations operating in related aspects of Social Entrepreneurship to ensure their continued interest in the School and to stimulate them to bring relevant contributions.

The CEO will work closely with the Founding Partners Working Group (FPWG), whose purpose is currently that of an executive steering group but will become the future board of the an independent SSE Australia. Supported by the FPWG the CEO will develop and implement a business plan and deliver a strategy for sustainable revenue streams. Leading a team across two sites, Melbourne and Sydney, s/he will be responsible for running the administration, development, management and delivery of learning programmes that support the development of social entrepreneurs in Australia.

Working with a Head of Learning, s/he will oversee the delivery and quality control of effective learning programmes that develop entrepreneurial skills and behaviour. These will use the established SSE methodology of a combination of learning by doing, learning from experienced practitioners (expert witnesses), action-learning sets, tutors, mentors and project visits. S/he will be responsible for SSE Australia meeting the requirements of the franchise as laid out in the license agreement signed with SSE-UK.

The job will include working with students, resourcing the FPWG, attendance at Programme Management Meetings, close communication with SSE-UK, and productive engagement with other stakeholders.

MAIN TASKS

Strategic

To explore and make proposals on future opportunities for developing the work of the School and to propose a strategic framework within which it can be delivered. The CEO's role will include:

- Implementing the business plan and delivering a strategy for sustainable revenue streams.
- Fundraising and earned income - This will include establishing a funding strategy that works towards long-term sustainability, as well as preparing funding bids and ensure that income generation meet sustainability targets (sources to include: corporate, earned income, student fees, third party contracts, trust and foundations, high net worth individuals, statutory, public sector - central, regional and local).
- Networking to inform and promote the SSE Australia approach ensuring confidence in its core principles, methodologies, and values. Help build open and robust regional and national partnerships to deliver SSE Australia's objectives. This is likely to involve policy work at regional, state and national levels.
- Ensuring the fulfilment of funders' requirements and those of SSE-UK in relation to the ongoing franchise and license agreement.

- Managing and improving appropriate business and operational processes including legal and co-operation agreements, financial systems, quality, health and safety, complaints procedures.
- Contributing to the SSE Network globally in terms of capturing learning, building a case study database, and sharing innovation.
- Maximising the development of SSE Australia as both a franchisee (internationally) and potentially as a franchisor (in Australia) of the SSE methodology.
- Develop the vision and ambition for SSE Australia building on the solid foundation of the first three years. Increase the remit and enhance access to SSE Australia to ensure that the organisation continues to make an impact across a diverse range of individuals and stakeholders (e.g. broadening the student base, developing more offerings, opening more outlets).
- Engage with, and contribute to, the global network of Schools at all levels (strategic, operational, administrative). Share knowledge, insights and experience to help promote and foster peer learning and development.

Operational

Lead, manage and inspire a team across the two sites.

Oversee the design and delivery of the SSE learning programme in Sydney.

Ensure a high standard of personalised, tailored support for students.

Manage, co-ordinate and motivate associates (ALS facilitators, tutors, mentors etc) involved in delivery and support.

Host a range of occasional related events – talks, seminars, graduations etc

Develop and maintain strong links with other organisations operating in related aspects of social entrepreneurship, to keep abreast of developments and influence thinking.

Help maintain an active Fellowship for SSE Australia and the SSE network as a whole; including co-ordination of SSE Australia online areas which link to the global online presence.

Administrative

Develop work-plans and performance indicators to report to FPWG.

Prepare financial management accounts for FPWG including budgets, at least quarterly cash flows and profit and loss accounts

Ensure suppliers and associates are paid on time.

Ensure reports to funders are accurately completed and submitted on time.

Deal with contracts, emails and other correspondence.

Provide services to the FPWG including minute taking, agenda preparation and reports.

Maintaining student records and databases complying with the data protection act.

Maintain and support internal quality procedures, including customer feedback reports from students (which are completed and analysed), internal distance travelled measurements (personal / project), and paperwork necessary for SSE quality audit.

Person Specification

Job Title: Chief Executive Officer
Organisation: School for Social Entrepreneurs Australia
Responsible to:
Location:

	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>	<p>At least 5 years' experience in senior and strategic project management roles and budget management</p> <p>Knowledge of community and nonprofit sector</p> <p>Experience of writing successful funding bids and negotiating with funders</p> <p>Experience of providing support for Board or Programme Management Committees</p> <p>Experience of running and facilitating effective meetings</p>	<p>Close links and understanding of other providers.</p> <p>Evidence of managing initiatives which support innovation, enterprise development, community development or regeneration</p> <p>Leads collaborative working, yet be able to take and implement tough decisions.</p> <p>A track record of designing and delivering effective learning and support programmes for people working in the social enterprise or community sector.</p>
<i>Knowledge</i>	<p>Understanding of entrepreneurship, social enterprise/community businesses</p> <p>Experience and understanding of processes for ensuring and monitoring accounts, financial records, management accounts and cash-flow functions.</p>	<p>Understanding of the non-profit and social enterprise sectors and their political and economic environment</p>
<i>Skills</i>	<p>Strong interpersonal and communication skills</p> <p>An analytic mind and capacity to think strategically.</p> <p>Ability to provide direction and support to staff, volunteers and consultants in order to meet the</p>	<p>An understanding of processes for ensuring and monitoring quality.</p> <p>Experience of facilitating a range of learning styles and approaches in different settings – and producing demonstrable outcomes</p>

	<p>organisation's core objectives</p> <p>Good organisational and administrative skills including good record keeping and the submission of reports to the Board and funders monitoring reports</p> <p>The ability to work to deadlines and meet them</p> <p>Excellent communication and negotiation skills, strong interpersonal skills</p> <p>Excellent IT Skills, IT proficiency, including compiling and using databases, Internet and email, Word, excel, PowerPoint</p> <p>Able to work on own initiative</p> <p>Full driving licence and use of a car or, if disabled, access to alternative transport</p>	<p>Experience of influencing opinion-formers</p> <p>Marketing skills, including handling the media and managing communications and PR campaigns</p>
<p><i>Attributes</i></p>	<p>A firm belief in, and bias towards, the value of empowerment as a tool for social change and that individuals are crucial catalysts for creating that change</p> <p>A passion for social justice and economic inclusion</p> <p>A creative and entrepreneurial self-starter</p> <p>The maturity, adaptability, and confidence to support a wide range of students from a wide variety of backgrounds and experience</p> <p>Drive, focus and good judgement.</p> <p>Proven ability to work under pressure;</p>	

	Flexible approach to working hours	
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