

Hackney Co-operative Developments CIC

Application Information

Post Title	Social Enterprise Development Manager
Accountable to	Chief Executive
Contract of Employment	35 Hours per week
Salary	£32,535 - £35,535, depending on experience

Introduction & Background Information

Hackney Co-operative Developments CIC (HCD) is an independent Community Economic Development Agency originally established in 1982 as a co-operative development agency. The scope and remit of the organisation has expanded to include property development, the provision of affordable workspace, community engagement and basic skills training as well as providing supporting and developing to co-operatives and social enterprises. The organisation became a community interest company in 2007, and is governed by a volunteer management committee of members, who support a professional staff team of 10.

As a leading organisation for social enterprise and co-operative development in London, and with substantial experience of tackling local poverty and exclusion, our work is at the top of the political agenda. HCD has sought to provide ambitious solutions to the challenges facing the economy and society of Hackney and has recently lead initiatives to create a local collaborative *social enterprise partnership*, to designate and promote the borough as a *Social Enterprise Place*, to generate a *Hackney Social Enterprise Manifesto* and to promote a local *social enterprise mark* to increase the recognition of social enterprises among consumers, procurers and other stakeholders. Much of this work has been carried out through our *Pioneering Social Enterprise in Hackney* programme of professional development, advice, training and other support, which is supported by UBS.

As an equal opportunities employer, we now invite applications from all sections of the community for the post of Social Enterprise Development Manager. This is a very exciting time to join HCD and particularly to contribute to and lead the Social Enterprise agenda in Hackney. The post aims to take forward the agenda for growing the social enterprise sector in the borough, creating more businesses run for social outcomes and generating more employment opportunities for local people. The post-holder will work closely with the Chief Executive and colleagues, as well as UBS and other partner infrastructure agencies to develop and seek funding to extend the range of programmes and support offered to local emerging and growing social enterprises.

Summary of the role:

To lead HCD's social enterprise development activities in its role to support new and growing social enterprises in Hackney, and establish the borough as a major area of social enterprise activity by;

- managing social enterprise support programmes and activities
- leading borough-wide initiatives to promote and support the establishment and growth of a thriving local social enterprise sector
- managing and growing a team of professional advisers and trainers (including staff, contractors, partners and where appropriate volunteers),

while ensuring the social enterprise function is fully connected with other activities within HCD.

Other Duties

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

Role Specific Main Duties and Responsibilities

1. To develop, seek funding for, set up and manage programmes and platforms of professional social enterprise and co-operative support, and where appropriate to carry this out in partnership with other infrastructure organisations
2. To grow and manage a team of professional business advisers, consultants and trainers to include employees, contractors, partners and (where appropriate) volunteers to support and deliver HCD's activities within this field
3. To assist in the development of new co-operatives and social enterprise across Hackney by helping groups and start-ups to assess the viability of their business idea and identify and implement appropriate business models and organisational structures for their purpose
4. To assist enterprises in identifying the support services they require by undertaking development needs analysis reviews for emerging and established social enterprises
5. To develop and deliver bespoke business development support packages that meet the specific needs of individual clients
6. To assist organisations to identify new enterprise/business opportunities
7. To monitor and evaluate the success of the support delivery against key project outcome targets and create reports on impact
8. To assist co-operatives and other forms of social enterprise to develop the competencies and capacity of their board of directors and staff
9. To facilitate organisational development workshops
10. To work with HCD's communications, administrative and financial staff to raise awareness of the programmes, to promote engagement, monitor inputs, outputs and outcomes and report to HCD's management committee, its funders and other stakeholders

Hackney Co-operative Developments CIC general duties and responsibilities of all staff

1. To work co-operatively with other staff and HCD programmes to promote the work of HCD;
2. To contribute to and represent the values of the HCD;
3. To promote and ensure safe working practices in line with Health and Safety requirements;
4. To adhere to all HCD policies and procedures;
5. To actively promote diversity within HCD;
6. To play an active role in achieving excellence;
7. To maintain proper records of activity and produce reports as required;
8. To regularly attend and contribute to team meetings;
9. To work flexibly, including early mornings, evenings or weekends as necessary;
10. To travel as necessary to meet the requirements of the post;
11. To undertake professional development as required; and
12. To undertake such other duties appropriate to the level of the post that may reasonably be required

Person Specification

1	Role Specific Criteria	Essential	Desirable
1.1	Experience of successfully designing, managing and delivering programmes of business development and support for social enterprises and co-operatives	✓	
1.2	Experience of raising finance or funding (any of grant-funding, CSR sponsorship or contract- funds) to deliver a programme of co-operative, social enterprise or business development or support	✓	
1.1	A minimum of five year's experience of successfully providing business development support to a range of social enterprises including co-operatives	✓	
1.2	Experience of working with and understanding different company/society legal structures and organisational forms currently available for social enterprise in England	✓	
1.3	Experience of registering new social enterprises across a range of legal forms, including registering co-operatives	✓	
1.4	Experience of delivering co-operative or social enterprise support services through subcontracted programmes (such as Co-operative UK's <i>Co-operative Hive</i> programme)		✓
1.5	Experience of using business planning tools and methodologies	✓	
1.6	Experience of reviewing and interpreting business plans and financial forecasts	✓	
1.7	Experience of undertaking strategic business reviews and assessing the viability of new business ideas	✓	
1.8	Ability to manage relationships with a number of partners and clients simultaneously	✓	
1.9	Specific qualification in Business or Social Enterprise Support (e.g. ILM Level 5 Social Enterprise Support or similar)		✓

1.10	Experience of Monitoring and Evaluation of support delivery programmes against agency outcomes and funder requirements	✓	
1.11	Excellent network relationships in Hackney/London, with key social enterprise development infrastructure bodies		✓
1.12	Experience of CRM database management		✓
1.13	Experience of managing volunteers		✓

2	Corporate Criteria	Essential	Desirable
2.1	Ability to work co-operatively as part of a team	✓	
2.2	Ability to work independently	✓	
2.3	Ability to work under pressure	✓	
2.4	Ability to prioritise workload and meet deadlines / achieve outcomes	✓	
2.5	Ability to competently use IT packages such as MS Office	✓	
2.6	Ability to deliver excellent customer service	✓	
2.7	Ability to communicate effectively, verbally and in written format, across various audiences	✓	
2.8	Ability to build relationships with internal and external stakeholders	✓	
2.9	Ability to solve problems and identify opportunity for innovation	✓	
2.10	Commitment to good working practices e.g. professionalism, punctuality, adaptability, generosity, fairness, positivity	✓	
2.11	Commitment to HCD values and principles	✓	
2.12	Commitment to social justice	✓	
2.13	Commitment to quality/excellence	✓	
2.14	Commitment to diversity and equality of opportunity	✓	
2.15	Commitment to continuous professional development	✓	
2.16	Strong working knowledge of the local area (Hackney)		✓

To discuss the role contact HCD's current Social Enterprise Development Manager, Brian Millington at b.millington@hcd.coop to arrange a phone call.