

## Job Description

	<b>Post</b>	<b>Head of Social Value</b>
	<b>Location</b>	<b>Central London/Flexible (UK only)</b>
	<b>Responsible to</b>	<b>Director of Research and Policy</b>
	<b>Responsible for:</b>  <b>Salary:</b>  <b>Hours:</b>	<b>Future positions, as appropriate to role</b>  <b>£55-£60K full time (or pro rata for part-time)</b>  <b>Between 28-35 hours/week based on candidate preference. Full-time is 35 hours per week.</b>
	<b>Closing date:</b>  <b>Interview dates:</b>	<b>Monday 12<sup>th</sup> June, 9am</b>  <b>First round interviews: w/c 19<sup>th</sup> June</b>  <b>Second round selection: w/c 26<sup>th</sup> June</b>

### PURPOSE OF POST

Social Enterprise UK is the UK's membership body for social enterprise. Social enterprises are businesses with core social/environmental purpose that reinvest profit/surplus to further that purpose. Social enterprises operate across all areas of the economy including public services. They range from big multi-million pound turnover businesses to micro start-ups.

This new role is an opportunity to join Social Enterprise UK, the original authors of the Social Value Act, to lead their delivery on this key agenda.

In the social value space SEUK has an extensive track record in terms of both policy and practice. This includes:

- **Policy:** developing the Act with Chris White MP, calling for the review of the Act under Lord Young, engaging with David Lidington MP on getting social value criteria into central government
- **Research:** numerous significant research reports into the state of social value and how it is being applied by public bodies including Front and Centre (2019), Procuring for Good (2016) and Communities Count (2014).
- **Advisory work:** for HS2 Ltd on their main works contracts and social value policy, for the Palace of Westminster on their social value policy, for Landmarc plc on their social value approach.
- **Programmes:** the Delivering Health and Social Value programme for NHS England, working with 16 CCGs over 2 years in partnership with IVAR to develop social value policies.

The role will involve developing two key related areas:

Firstly, how we support the legislative progression and effective implementation of the Public Services (Social Value) Act 2013, working closely with public and private bodies as well as SEUK's policy and research teams.

Secondly, to directly support public bodies to commission and buy from social enterprises and other charitable organisations directly.

For this role, the ideal candidate will have strong knowledge of the social value agenda, proven track record of building stakeholder relationships, driving change and communicating technical and legislative details to a range of audiences. The candidate will be confident in delivering workshops and facilitated discussions.

Alongside delivering our existing work programme in this space, we're keen for this role to build on it by developing new opportunities. Bid writing and business development experience would be highly beneficial, and an entrepreneurial mindset essential. The candidate will build on SEUK's track record on promoting social value and can leverage our communications, policy and research to support this work. Direct experience working in the social value space in the public, private or third sectors is essential.

#### **KEY RESPONSIBILITIES:**

- Leading on the development, planning and delivery of our flagship [Social Value 2032](#) programme
- Delivering our [VCSE Contract Readiness](#) programme with DCMS, working with central government departments to support their commissioning teams to engage more effectively with social enterprises and charities
- Manage and grow relationships with SEUK's current social value partners and key stakeholders
- Identify and build relationships with key public bodies (locally as well as nationally) and private sector delivery organisations who are not currently engaged in SEUK's programme of work to support their understanding and engagement with the social value agenda
- Provide expertise and leadership internally on the social value agenda, feeding into SEUK's broader work programmes (policy, membership, corporate procurement in particular) where appropriate.

This list is indicative and not intended to provide a complete list of duties.

#### **WORKING RELATIONSHIPS AND CONTACTS**

Reporting to the Director of Research and Policy, the post holder will work closely with the Director of Business and Operations and colleagues across SEUK's Business, Policy, Membership, Communications and Research teams. The Head of Social Value may take on line management responsibilities in due course.

PERSON SPECIFICATION	
<b>Experience / Qualifications</b>	<p>Experience of end-to-end project/programme delivery.</p> <p>Experience of developing and managing multi-level stakeholder relationships.</p>
<b>Knowledge/ Skills</b>	<p>Deep understanding of social value agenda is essential, ideally from multiple perspectives (commissioner, supplier, advisor etc at national/local level).</p> <p>Knowledge of and ability to help influence social value from policy through to practice/implementation.</p> <p>Understanding of social enterprise and how it relates to national policymaking, although detailed knowledge is not necessary.</p> <p>Understanding of and commitment to Diversity, Inclusion and Equality as it applies to the work place.</p> <p>Understanding of and commitment to SEUK's vision and values.</p>
<b>Competencies</b> (We want the post-holder to be able to demonstrate the following competences to a high level and want to use these to the full in their work)	<p>Ability to coordinate, drive and deliver projects.</p> <p>Ability to identify opportunities to influence and build networks, relationships and resources to make this happen.</p> <p>Strong interpersonal and collaboration skills.</p>

## TERMS AND CONDITIONS

- **Hours:** 28-35 hrs/week based on candidate preference.
- **Location:** Central London/Flexible (UK only). We operate a flexible working policy meaning you may work from home up to 4 days/week and be based anywhere in the UK. However, this role will require you to attend meetings and engage at times at short notice for events which will predominantly be in central London. You will be required to travel to the office and to events/meetings in central London at your own expense.
- **Flexibility:** We will ask about your working requirements at interview. We operate a core hours policy and have home-working options.
- **Salary:** £55-60K (35 hours). Pro rata for part-time.

- **Leave entitlement:** 25 days (pro rata if part-time) plus bank holidays. Leave allowance increases each year of service up to a maximum of 30 days (pro rata).
- **Benefits:** private healthcare cover from Beneden Health, cycle to work and travel loan schemes, personal development allowance and 6% employer pension contribution.
- **Location:** Central London/Flexible (UK only)
- **Out of hours requirements:** Once or twice per year you will be requested to attend evening events, such as SEUK's annual Awards Ceremony. You may also be asked to attend events/meetings outside of core hours.

## APPLY

To apply, please complete the application and submit along with your CV and Equality, Diversity and Inclusion data form.

Please complete [this application form](#). The application form will form the basis of our shortlisting process. Please be sure to address how you meet the person specification in your application.

Please submit your CV to: [apply@socialenterprise.org.uk](mailto:apply@socialenterprise.org.uk)

If you prefer to produce a short video in place of a CV, please do so. Your CV/video will be reviewed ahead of you being invited to interview but will not form the basis of our shortlisting process.

Please also complete our [Equality, Diversity and Inclusion data form](#).

**Application deadline: Monday 12<sup>th</sup> June, 9am**

If you need any adaptations or support to help you apply for this role, please let us know how we can help you to shine!

## SHORT-LISTING AND INTERVIEWS

Shortlisted candidates will be invited to an interview. Interviews are scheduled to take place on Tuesday 21 June and Wednesday 22 June. First round interviews will be conducted online.

We will ask successful candidates to attend a second, in-person interview. Second stage interviews are expected to take place on the following week and will be at our central London office.

If you are not contacted for interview within two weeks of the closing date, please assume that you have not been short-listed. We will not be able to provide individual feedback to candidates who are not short-listed for interview.