



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Social Enterprise Manager -Edinburgh and Glasgow *(female)

Job Title	Social Enterprise Manager
Job Hours	35 hours per week
Accountability	Saheliya CEO
Salary	£34,387.50
Duration	1/1/2018 – 30/04/2019

Purpose of Job

To oversee and develop social enterprise childcare services in Edinburgh and Glasgow, and sewing and market gardening social enterprises in Glasgow. Increase income generation so that all social enterprise activities are fully self-sustaining by the end of June 2019. The aim is to maximise childcare places available locally, skills development, and employment of BME women facing barriers to the job market including those affected by gender based abuse, homelessness, trafficking and organised violence.

Main Duties

- Devise and deliver social enterprise training to all staff and volunteers to ensure understanding and buy-in to the social enterprise ethos.
- Provide training and development support tailored to the needs of the staff and volunteers in each separate social enterprise (childcare, sewing, and market gardening)
- With the Finance and Marketing staff, establish financial recording systems and develop marketing and publicity materials to reach market segments identified.
- Ensure the establishment of a secure customer base for all goods and services by implementing the marketing strategy
- Devise and deliver social enterprise training to service users with relevant or transferable skills and interest in social enterprise development, working with language support staff as necessary

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



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- Work with Finance and Marketing staff to monitor income against expenditure, refocussing marketing strategy as required
- Ensure tenders for childcare contracts are submitted as appropriate
- Identify trading opportunities to maximise income generation
- Identify additional premises as required to maximise income generation
- Provide regular support and supervision to the social enterprise staff team
- Lead on the recruitment of sessional social enterprise staff to ensure all available skills are harnessed and employment is maximised
- Work with social enterprise lead workers to quality standards in service delivery, production of goods, employment, and customer service
- Work with the support of the Finance and Marketing Staff to provide appropriate timeous reports to Aspiring Communities
- Organise events to promote Saheliya's social enterprises and the project
- Liaise with the HR and Compliance Manager, the CEO, and the Finance Officer to ensure best practise in all areas of the social enterprise project
- Liaise with the Finance Officer and CEO to draw up and update business plans
- Ensure the **Saheliya** ethos is maintained and promoted in all activities in-house and externally
- Writing financial and project reports

General Duties

- Work with **Saheliya** colleagues to maintain an effective office in all areas of client contact (telephone, email, mail or person-to-person), including conducting intake interviews, providing office cover, using minority language skills (as appropriate).
- Participate in continuing professional development, including opportunities arranged or facilitated by **Saheliya**, such as training workshops and away-days
- Participate in **Saheliya**-led training delivered to other professionals.
- Maintain a professional profile on behalf of **Saheliya** in all contact with stakeholders and partner organisations.

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Person Specification

Essential:

- Female*
- An in-depth understanding of the social enterprise ethos and the role it plays in regeneration and employment – especially for those who face barriers to the job market
- At least five years' experience of social enterprise development and management including business planning, marketing, and strategic planning.
- In-depth understanding of the specific and additional problems faced by BME women in Scotland
- At least three years' experience of working in an organisation supporting BME women
- At least five years' experience of managing a staff team.
- Extensive experience of managing budgets and overseeing expenditure of at least £100,000 per year
- Experience of developing and delivering training.
- Experience of supporting learning with people experiencing high levels of trauma
- Experience of supporting learning with people who speak English as another language
- Experience of supporting learning with people who have limited literacy skills
- Experience of working in partnership with the voluntary, public, or private sector to achieve best possible outcomes for a Project or a client group
- Experience of promotion and marketing
- Experience of service delivery to vulnerable people
- Demonstrable commitment to promoting equality, human rights, and social justice and to challenging discrimination
- In-depth understanding of and commitment to fair trade and environmental sustainability
- At least three years' experience of childcare enterprise development
- High level of professional and personal integrity

Desirable:

- Speaker of one or more relevant community languages
- Lived experience of the problems our service users face
- Experience of delivering mental well-being services
- Experience of working in the voluntary sector
- Experience of premises management

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Job share option is possible for this role

Closing date for applications: Monday 18th December 2017 (2pm)

Interviews: Wednesday 20th December 2017

Applications to be sent to: info@saheliya.co.uk or Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW

For further details contact:

Saheliya, 125 McDonald Road, Edinburgh EH7 4NW

Tel: 0131 556 9302

Email: info@saheliya.co.uk

Website: www.saheliya.co.uk

**The Equality Act 2010 (part 1, Schedule 9) applies to this post. Applications are therefore restricted to female candidates only.*

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