

Position Description

Social Enterprise Schools Learning Coordinator



POSITION DESCRIPTION

Position Title: Social Enterprise Schools Learning Coordinator

Report to: Director of Programs

Type: Employee

Start Date: February 2021

Salary: \$80,000 Inclusive of superannuation

Hours of work: Full time (Monday - Friday)

Additional terms & conditions:

Telecommunications: A laptop or personal computer is provided. The costs of telecommunications in relation to official business will be provided through a fortnightly allowance (to be determined).



Position Overview

The **Social Enterprise Schools Learning Coordinator** will support the high quality delivery and ongoing expansion of Social Enterprise Schools. The Learning Coordinator will play a key role in developing relationships with schools and social enterprise networks, update resources and schedule training events. This is a great opportunity to be part of a program that is growing nationally, with the added bonus of professional links and resources available across the global Academy network.

Who is the Social Enterprise Academy?

Our Vision

A society which combines economic activity with community benefit, led by dynamic social entrepreneurs wherever we may find them.

Our Mission

To contribute to this change through learning and development

Social Enterprise Academy Australia

The Social Enterprise Academy (SEA) is managed by ACRE - Australian Centre for Rural Entrepreneurship in Australia, delivering Social Enterprise Schools, an internationally-recognised learning program for young people.

The Social Enterprise Academy is a learning and development organisation that supports changemakers across Australia and around the world. We use a proven approach that inspires and engages learners of all ages, bringing out their talent and strengths. Originating from Scotland in 2004, there are academy hubs in 14 countries around the globe.

What is Social Enterprise Schools

Social Enterprise Schools is a practical, student-led experience that develops citizenship and enterprise capabilities. It brings students, teachers, local entrepreneurs and community leaders together to develop skills, build confidence and make a positive social impact. Through the process of setting up their own social enterprise, students develop the skills, mindsets and behaviours they will need as they move beyond the school gates.

Following a 10-stage learning journey, students identify a social cause before establishing and running their own social enterprise - a business with a social purpose. Profits gained through students trading are redistributed back to their identified cause.

[Learn more here](#)

Main Responsibilities

The Social Enterprise Schools Learning Coordinator is responsible for supporting the delivery of the program across participating schools. The Learning Coordinator will develop relationships with schools and social enterprise networks to coordinate the delivery and expansion of the program.

Program Implementation

Work alongside the Director of Programs and the Program Coordinator to deliver Social Enterprise Schools and report on the program's success. You will be the main point of contact for schools as they implement the program. This will include: the

School Onboarding

- Develop relationships with contacts at each participating school, providing a professional and friendly point of contact to ensure teachers are supported as they begin the program
- To coordinate and communicate Teacher PD sessions and Student Activation sessions, working with Associate Facilitators to deliver program activities
- Coordinate the onboarding of all teaching staff to the LMS Teacher Toolkit and respond to challenges and requests for support
- Ensure onboarding materials are updated and shared with schools, including the onboarding pack, student and teacher questionnaires and annual calendar

Ongoing Program Delivery

- Coordinate ongoing program activities, including weekly Open Door sessions, Meet the Social Entrepreneur and Student Pitch Sessions
- Coordinate the ongoing development and improvement of program resources in the Teacher Toolkit in line with teacher feedback and requests
- Liaise and communicate with schools to obtain appropriate case studies, material and input to promote Social Enterprise Schools

Impact reporting

- Coordinate program evaluation and provide statistical information on a quarterly basis as required by key stakeholders
- Capture end of year data from students and teachers for impact reporting
- Coordinate and implement the annual Awards celebrations

Raise the profile

Work closely with the SEA Programs Coordinator and the marketing team to build the profile of Social Enterprise Schools. This will include:

- Raise the profile of the program through a variety media platforms
- Work with the Marketing team to write and develop regular content to engage the wider public

Grow the Program

Work closely with the SEA Business Development team to support growth in the Social Enterprise Schools program. This will include:

- Providing materials, briefing guides and data to support Business Development efforts and conversations
- Participate in Business Development meetings where appropriate
- Work with existing teachers to identify opportunities for growth, including securing introductions or warm contact referrals

Other duties

- To contribute, as an integral member of the team, to the development and success of the Social Enterprise Academy hub
- Undertake other administrative duties as required.

Person specification

Essential:

- Demonstrated experience in planning and coordinating programs / projects in similar environments
- Can make exciting things happen!
- Proven experience in establishing and maintaining relevant relationships
- Demonstrated capability to manage and plan own work to achieve identified goals
- Strong interpersonal and communication skills
- Excellent administrative and office skills including information and communications technology
- Sound organisational skills and attention to detail
- Excellent IT skills and understanding of Microsoft office, especially Word, Excel and Outlook
- Excellent written communication skills with ability to collate and present information clearly
- Keen to work as an enthusiastic member of a constantly evolving organisation
- Understanding of and commitment to, the values of equal opportunity and diversity

Desirable:

- Experience and understanding of schools and the way they operate, including implementation of programs within schools
- Knowledge of the education sector and basic understanding of Victorian / Australian curriculum delivered in schools
- Basic understanding of social enterprise is an advantage.

Key Criteria

1. Demonstrated experience in planning and coordinating programs and projects in similar environments eg: in schools or with young people
2. Proven ability to work in collaborative environments to deliver programs
3. Demonstrated capability to work autonomously, manage and plan own work to achieve identified goals
4. Ability to demonstrate excellent time management, attention to detail and prioritising skills to achieve program deliverables
5. Capacity to engage constructively and respectfully with stakeholders to achieve high quality outcomes.

How to apply

Send us your application addressing the following:

1. Why you want to join a global learning and development team
2. How you meet the key criteria for the role
3. Why you want to support young changemakers

Have questions before you throw your hat in the ring? Give our Director of Programs, Pete, a call for a confidential discussion on 0456 521 991.

Mark your application Private & Confidential to:

Peter Sacco

Director of Programs

australia@socialenterprise.academy

NB – This job description is for guidance only and does not signify that the person is or will be employed by Social Enterprise Academy (Scotland) or Social Enterprise Academy (International). Staff employed to operate SEA Hubs are either employees of the social franchisee organisation, or freelance / self-employed Associates. Formal job offers and contracts must be issued by the social franchisee. Please see the Social Franchise Agreement for further detail.

Social Enterprise Academy is operated in Australia by ACRE - Australian Centre for Rural Entrepreneurship

