



**SCHOOL
FOR SOCIAL
ENTREPRENEURS**

Assessment Lead

Job Pack
July 2026



WELCOME



Thank you for your interest in joining SSE. We exist because the challenges facing our communities — poverty, poor health, climate change, inequality — are too big and too urgent for any one sector to solve alone. What we've learned, over more than two decades, is that when you invest in the right people and give them the right support, extraordinary things happen.

SSE isn't a traditional school. We don't lecture. We create the conditions for people to learn from each other, to take risks, and to grow — in a way that's genuinely accessible to people who haven't always been well-served by traditional institutions. We've worked with thousands of leaders of social change and distributed millions of pounds in grants. The organisations we support reach thousands of people.

If you're someone who cares about this work, who brings both skill and purpose to what you do, and who wants to be part of an organisation with serious ambition for what comes next — we'd love to hear from you.

Alastair (Ali) Wilson OBE
Chief Executive, School for Social Entrepreneurs



ABOUT THE SCHOOL FOR SOCIAL ENTREPRENEURS

We can't fix issues like poverty, inequality, health and climate change alone. We are fully conscious of the scale of the challenge that faces the country and the urgent need to respond. That's why the School for Social Entrepreneurs exists, to empower and equip people with entrepreneurial ideas and solutions to grow the social economy.

The social economy is a movement of organisations and enterprises that prioritise people and planet. Together, we are committed to tackling the greatest social and environmental challenges of our time.



OUR PURPOSE

To back people with purpose and build a better world together.



OUR VISION

A fair and sustainable world where the potential of all people is realised.



OUR MISSION

To equip people with skills, funding, and networks to realise their potential, improve lives and protect the planet.



OUR VALUES



Integrity

We do what we say we're going to do. We take ownership and responsibility for our actions. We rely on open, authentic relationships.



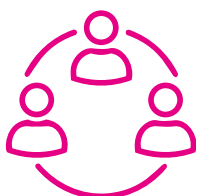
Entrepreneurial

Purpose-led and ambitious, we combine creativity with commercial thinking to deliver real impact. Resourceful and solutions-focused, we turn ideas into sustainable growth and meaningful results.



Impactful

Everything we do is ultimately about creating impact and achieving our vision and mission. We are impact-focused in all we do.



Collaborative

We go further together. By partnering openly and supporting our social entrepreneurs and fellows, we amplify their work, ask for help, share solutions, and enjoy the journey.

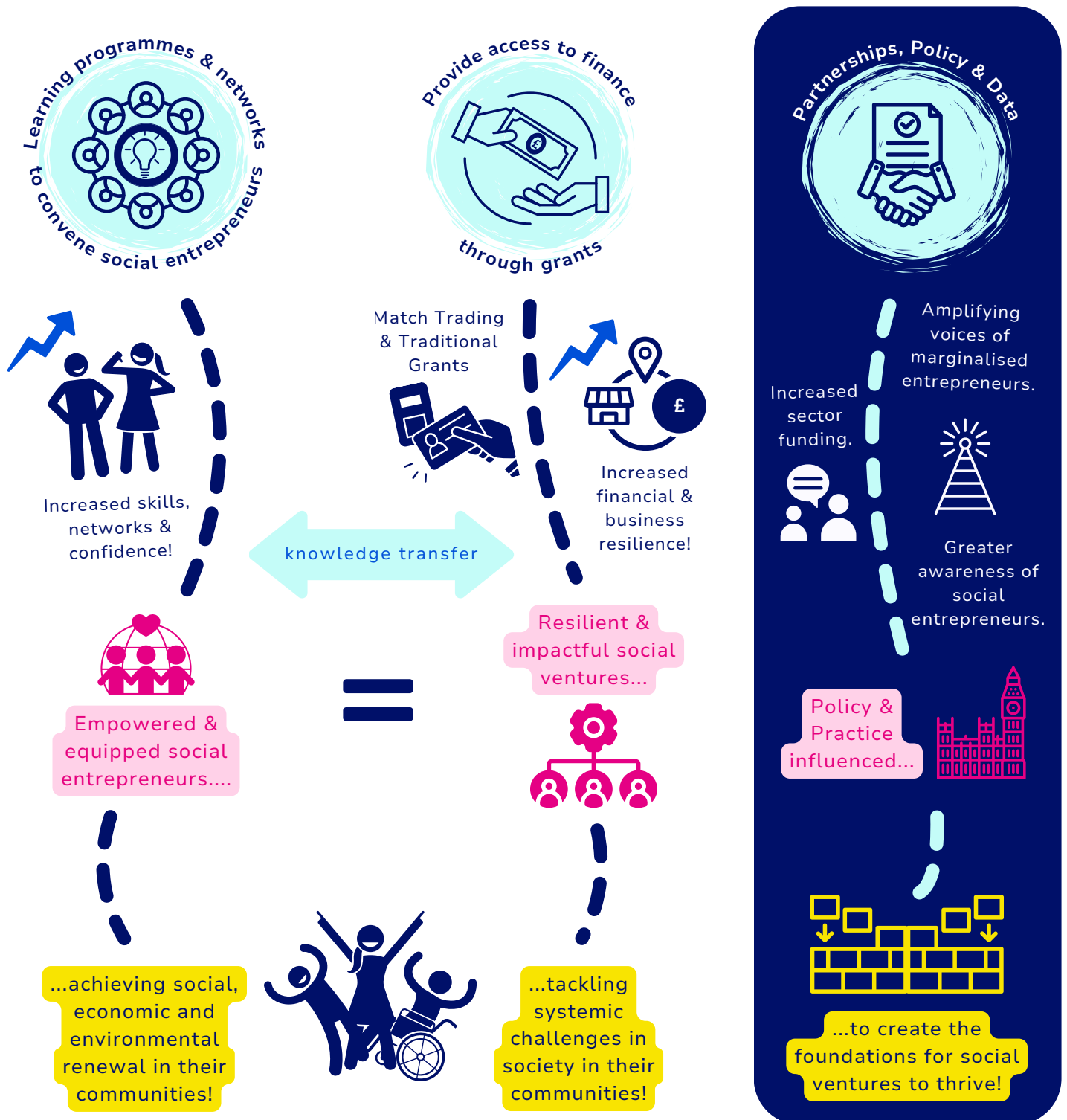


Equitable

We value talent and insight, recognising unequal barriers. We actively amplify underrepresented voices in our programmes and in how we work.



THEORY OF CHANGE



SSE'S VISION

A fair and sustainable world where the potential of all people is realised.



OUR STRATEGY

We are in the second phase of our 10-year strategy, **Bold Repositioning**, and are focused on increasing our impact, deepening our support for social entrepreneurs, and shifting the conditions that enable the social economy to thrive.

Our mission remains clear: to empower and equip people with entrepreneurial ideas and solutions to tackle society's greatest challenges.

Over the next three years, we will work towards three core outcomes:

EMPOWERED AND EQUIPPED SOCIAL ENTREPRENEURS

We will provide accessible, place-based and theme-driven learning programmes, we'll support individuals with lived experience and entrepreneurial talent to develop the skills, confidence and networks needed to drive social and climate change.

RESILIENT AND IMPACTFUL SOCIAL VENTURES

We'll expand our unique Match Trading offer and refine our funding support to help ventures grow their income, business resilience and long-term sustainability.

POLICY AND PRACTICE TO SUPPORT SOCIAL ENTERPRISE

By harnessing robust data and working in partnership across sectors, we'll influence national and local policy and position social entrepreneurship as a driver of regeneration, climate justice, and inclusive growth.

By 2028, we will continue to amplify the voices of underrepresented entrepreneurs and **establish SSE as the go-to convenor, connector and champion of the UK's social economy.**



OUR LEARNING PROGRAMMES

We offer lots of ways than for people to access learning that supports real-world change. From deep, structured programmes to bite-sized workshops and webinars, our course offer reflects the diversity of needs across the social enterprise and VCSE sectors.

Our learning programmes are designed to enable our strategic goal of igniting the social economy.

This is done through three key pillars:



To ignite entrepreneurship in communities to achieve social and economic renewal



To accelerate social innovation to tackle systemic challenges in society and to harness our network and insights



To influence policy and practice

“SSE changed my life! I will forever be grateful to SSE for what you have done for me and the organisation.”

— James Adeleke, Generation Success





BENEFITS OF WORKING AT SSE



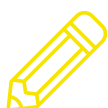
TIME OFF

25 days' annual leave (pro-rata) plus UK bank holidays, with leave increasing incrementally after three years of continuous service.



PENSION & FINANCIAL SECURITY

We contribute 5% to your pension, and all staff are covered by a Death in Service benefit worth twice their annual salary.



LEARNING & DEVELOPMENT

You'll have access to some of our SSE short courses and learning sessions free of charge, alongside an annual development budget.



WELLBEING

All staff have access to an employee assistance programme and free eyecare vouchers.



INCLUSION & CONNECTION

We're a certified Disability Confident Employer and are committed to building a genuinely inclusive culture. We come together as a whole team every two months, with regular online socials and annual in-person away days.



FLEXIBLE WORKING & TRAVEL

We welcome flexible working and have team members based across the UK. We also offer a cycle to work scheme and, for London-based staff, an annual season ticket loan.

“ Our culture is incredibly supportive and welcoming. It's something that SSE does exceptionally well. ”

— SSE staff survey 2026

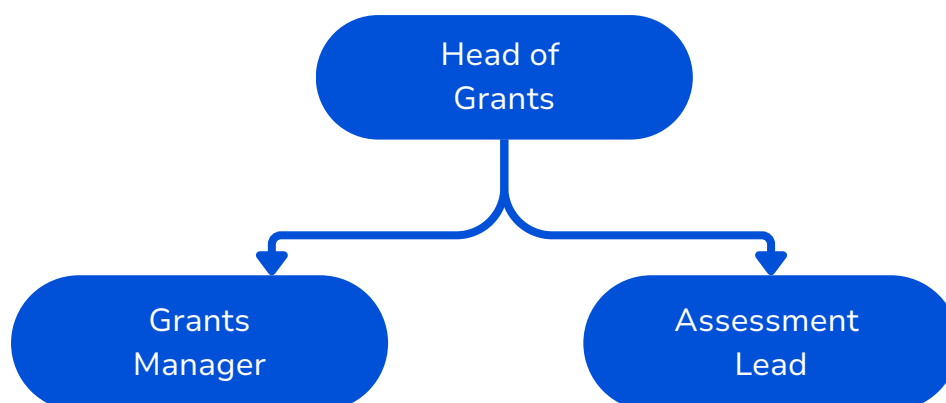


ABOUT THE TEAM

We don't provide traditional training and grants. Our learning programmes are long-term and relationship-led, helping social entrepreneurs take the next step to start, grow or scale their social business. Our grants run alongside learning programmes, supporting social entrepreneurs on their learning journey rather than sitting apart from it. We're innovative in how we do this, blending peer learning, mentoring and practical business support to meet entrepreneurs where they are. We lead on enterprise grants, including Match Trading™, a grant that challenges social entrepreneurs to grow their trading income, and we're now launching repayable grants to help social entrepreneurs take their first steps in repayable finance.

We deliver for a wide range of funding partners, government bodies, corporates, trusts and foundations. We create bespoke programmes and deliver with a range of inclusion partners. We are efficient and agile, but prioritise a human and accessible approach that meets the needs of diverse communities. Our programme managers get alongside participants, often start-ups and early-stage organisations, to help them build their skills and grow their businesses.

We expect to recruit over 600 entrepreneurs next year from many different communities. If you care about getting this right, why not join us?





ASSESSMENT LEAD

About the role

This is a new and exciting role at a significant time of growth for the School for Social Entrepreneurs. In the coming year, SSE is expecting to recruit over 600 social enterprises across a wide range of learning programmes, from new and early stage social enterprises to growing social businesses and charities. We are now seeking someone who can help us further develop and embed effective assessment systems.

We recruit leaders of social enterprises to join our learning programmes, often with an accompanying grant. You will need to understand social enterprises and charities, the issues faced by social entrepreneurs, as well as being able to assess the potential strength of a social enterprise as it grows. In addition to this, you will need to support others to assess social enterprises in a systematic way.

A large number of staff contribute to assessment across the organisation. Your role will be to support them to do this. You will work closely with the Head of Grants and Assessment, who has led the development of this work over the last three years, as well as the Head of Programmes, Programme Managers, a large pool of assessors and interviewers, including staff, freelancers and our wider network of partners and social entrepreneurs.

We are committed to inclusion and have a wide range of applicants from diverse communities, who may experience difficulties in applying for a range of reasons - language, confidence, neurodiversity, disability and other barriers. You will support team members to make the application process welcoming and accessible, while maintaining our ability to gather data consistently and appropriately. You will also work with our Impact Lead to gather data to support monitoring and evaluation and to ensure that data is gathered in a way that is GDPR compliant, and with our Tech Team, who manage SSE's technology infrastructure, including a bespoke Salesforce system, FormAssembly, and Microsoft products. You will help develop workflows and systems that support assessment processes. While this is not an IT development role, an understanding of how these systems can be used to develop better systems and processes will be crucial.

The key focus areas of this role:

- Understanding growing social enterprises, and how to assess them appropriately.

- Developing and maintaining the systems, frameworks, tools, resources, training and guidance that enable SSE's wider team to carry out high-quality assessment consistently, proportionately, effectively and efficiently.
- Ensuring that systems are accessible, inclusive and support applications from diverse communities.
- Ensuring that data is collected consistently and as accurately as possible, to support our monitoring framework, and is collected in a way that complies with GDPR requirements.
- Working closely with the Tech Team to further develop systems, forms, workflows to support these processes
- Supporting and guiding Programme Managers to design appropriate assessment systems for their individual programmes within a wider framework
- Setting up the individual systems and processes for each programme and supporting the wider team, including the Programme Managers, Project Co-ordinators, and a range of assessors to use those systems effectively
- Directly supporting the assessment process, by carrying out assessments, interviews and supporting grants panels

Key Responsibilities

Systems & Resource Development

- Design, develop and maintain clear frameworks, guidance materials and process documentation to support consistent, high-quality assessment across SSE programmes
- Work with the Tech Team to improve and optimise assessment-related systems and tools, including using Salesforce, FormAssembly and Microsoft products
- Develop and maintain templates, checklists and training resources to support staff at all stages of the assessment process
- Use AI tools appropriately to support the development and improvement of assessment systems and resources
- Identify opportunities to streamline and improve assessment processes, and implement these, in consultation with managers.
- Work with Programme Managers and Impact Lead to ensure monitoring data requirements are met during assessment, within the GDPR framework.
- Support inclusion and access, ensuring that assessment systems are accessible, welcoming and meet the needs of diverse communities.



Team Support & Training

- Provide guidance, advice and practical support to staff and freelancers involved in assessment, including developing and delivering training to support staff to adopt new systems, processes and resources
- Supporting the recruitment and co-ordination of a bank of internal or freelance assessors who will support the assessment process
- Act as a point of expertise and escalation for questions about assessment practice, eligibility criteria and grant compliance

Assessment Overview

- Monitor and oversee the adoption of assessment frameworks and processes across the team, identifying gaps and supporting improvement
- With Programme Managers and Project Co-ordinators, support the coordination of shortlisting, interview and selection panel processes, ensuring appropriate paperwork and records are in place
- Carry out assessment work, including desk assessments, interviews, and preparation for panels.

Monitoring & Compliance

- Ensure assessment processes comply with funder requirements, Charity Commission guidelines and SSE's policies around GDPR, use of AI and monitoring requirements.
- Work with the Impact Lead to ensure systems collect data appropriately to support SSE and partners' monitoring and evaluation requirements.
- Work with the Head of Grants and Assessment to ensure programmes meet Charity Commission guidance on grant making.
- Work with the Head of IT to ensure that GDPR requirements are met within the assessment process.
- Support the Grants Team and other assessors to ensure that grant policy requirements are met and that risk is managed appropriately
- Contribute to the development of robust audit trails and records of assessment decisions

General

- Work collaboratively across SSE's teams, building strong relationships to support effective adoption of assessment systems
- Carry out other tasks within the scope, spirit and purpose of the role
- Contribute to a culture of continuous improvement, sharing learning and best practice

Key Relationships

The Assessment Lead will report to the Head of Grants and Assessment. This post will work closely with the Head of Programmes, Programme Managers, Learning Managers, Learning Facilitators, the Grant Management Team, the Finance Team, the Tech Team, the Impact Lead and Project Co-ordinators. Other key relationships include those with students, fellows and partner organisations.



PERSON SPECIFICATION

Essential

- Experience working with a wide range of social enterprises, charities or the third sector, ideally in a business development or training role and an understanding of issues faced by social entrepreneurs who are leading growing businesses.
- Strong systems thinking skills, with the ability to design clear, practical processes and resources that others can easily follow
- Ability to develop resources and systems to enable others to adopt new systems or ways of working and provide training and coaching to help adoption
- Experience of or strong aptitude for working with CRMs and form-building systems (e.g. Salesforce, FormAssembly or similar platforms)
- Understanding of accessibility issues, reaching diverse communities and ensuring equality of access and within assessment processes

Desirable

- Experience of assessment processes in a business development or grant-making context
- Experience of using AI tools to support operational or systems improvement work
- Lived experience of developing or managing social enterprises.
- Lived experience of working in diverse communities, or an understanding of the pressure that our applicants may be facing.
- Ability to read and assess statutory company and charity accounts, and financial reports.
- Ability to apply statutory and contractual requirements, including GDPR rules, Charity Commission guidance, contractual requirements and internal procedures to assessment processes.

Personal Attributes

- Strongly motivated by, and committed to, SSE's mission and the social enterprise sector
- A collaborative team player who is equally comfortable working autonomously
- Solutions-focused, resourceful and adaptable in a busy, dynamic environment
- Comfortable working in an informal, entrepreneurial, small organisation



KEY DETAILS

Salary:	From £43,116 per annum pro rata + 5% pension
Hours:	0.8 - 1.0 FTE (28 to 35 hours per week) - working hours are typically 9am - 5pm
Annual leave:	25 days per annum per annum pro rata + bank holidays
Contract:	18 months, fixed-term contract
Flexibility:	Occasional evening / weekend work and travel within the UK may be needed.
Location:	Flexible - Candidates must be based in the UK but can work remotely

Please note, we are unable to accept applications from candidates who require visa sponsorship.





TO APPLY

Our application form can be found [here](#). The deadline for applications is Monday 3rd August at 9:00am.

Interviews will be held online on 21st and 28th August 2026.

SSE particularly welcomes applications from racialised minorities who are currently under-represented in our workforce. We are committed to building a team that reflects the communities we serve.

If you have any questions, or require reasonable adjustments, please email recruitment@sse.org.uk and title your email 'Assessment Lead Application'.

