



## Cumberland Council

### Post Specification

<b>Date</b>	<b>March 2021</b>
<b>Post Group Number</b>	<b>7189</b>
<b>Post Title</b>	<b>Social Enterprise Manager</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS17</b>
<b>Final Grade</b>	<b>17</b>

To be read in conjunction with the job family role profile

#### Service Area description

This is a key post within the Communities and Public Protection service. The service exists to lead the Council's community development and planning activity. Actively contributing to the development of key areas of the County and contributing to the development of a strong "Place" based approach to future growth, business investment and connectivity to support the local economy.

#### Purpose of this post

This post will lead the development of the Social Enterprise sector within Cumberland and the postholder will be the Council's Senior Officer working with the Cumbria Social Enterprise Partnership to support delivery of the Council Plan outcomes. The post holder will work across all areas of the Council to forge strong links with the local Social Enterprise sector and will provide specialist advice and guidance to Members and other Senior Officers which will shape the Council's service commissioning and procurement strategies. As the Senior Officer the post holder will also lead work with communities and with the Senior Officers of external partners to drive forward opportunities to maximise economic growth by further developing the Social Enterprise sector and unlocking further investment.

#### Key job specific accountabilities

- 1.To provide leadership to identify and develop opportunities working with Cumbria Social Enterprise Partnership and other external organisations to unlock additional investment in the Social Enterprise sector in line with Council priorities and emerging UK Government priorities.
2. To take the lead role in developing partnerships, networks and relationships with internal and external stakeholders and with other public, private and Third Sector organisations across Cumbria, leading the development business cases for Social Enterprise projects and where appropriate manage these through to agreed outcomes.
- 3.To take the lead role in working with the Directorate Management Team and other Council departments/Directorates to review opportunities for Social Enterprise activity that can create mutual benefit to both Cumberland communities and to the financial sustainability of the Council.
4. To lead the development of strategies and plans with partners to support a place-based approach to revitalising towns, to secure external funding, to unlock sectoral opportunities and investment and to support Community Wealth Building activity.
5. To work closely with senior operational services to ensure the informed development of commissioning models which deliver agreed priorities and contribute to the achievement Council transformation programme objectives, targets and outcomes.
6. To be the Council's lead officer at regional and national networks which relate to Social Enterprise and related issues.

**Please note annual targets will be discussed during the appraisal process**

#### Key facts and figures of the post

##### Budget Responsibilities

- Manage a delegated budget
- Lead the future development of funding applications and opportunities for
- additional external investment in social enterprise

<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>No direct management. Significant matrix management across the organisation.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Significant exposure to senior stakeholders and decision makers, both internal and external and across public, private and Third Sectors</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>A significant and demonstrable track record in the community sector including economic development experience and working within the Social Enterprise sector.</li> <li>Degree level qualification or equivalent. Ideally though not essentially in a relevant discipline.</li> <li>Significant and demonstrable experience of having led large, complex projects.</li> <li>A strong track record in the development of business cases for external funding or Social Enterprise related activity with demonstrable experience in taking these through governance processes through to final approval for implementation.</li> <li>Strong interpersonal skills with the ability to work with stakeholders at all levels and across a range of organisations.</li> <li>Significant and demonstrable contract management experience from either client or contractor side.</li> <li>Well developed commercial and political acumen.</li> <li>Excellent communication and presentation skills.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	Limited. Requires ability to work in a high pressure delivery focussed environment.
<b>Physical Demands</b>	Limited
<b>Working Conditions</b>	Office environment
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>Possible travel around Cumberland, agile working applies.</li> </ul>	