



plymouth
social enterprise
network

Job description – Network Co-ordinator and Activator

- Job title - Network Co-ordinator and Activator
- Hours - 3 days per week (flexible hours)
- Pay - £27,500 pro rata
- Duration - Permanent

Other benefits

- Employers pension scheme through NEST provided
- Annual leave 25 days pro rata
- Flexible hours/delivery
- Training provided and encouraged

About Plymouth Social Enterprise Network

Plymouth Social Enterprise Network (PSEN) was set up in 2011 and became a Community Interest Company in 2014. It is owned by its social enterprise members and is managed by a board of directors which is elected at an annual general meeting. PSEN is set up to run a network which supports the development of social enterprise activity and to raise awareness of social enterprise as a way of doing business. You can find out more about the network at: www.plymsocent.org.uk

Background and job purpose

PSEN has a [five-year strategy](#) to deliver. The strategy is designed to support the growth of the social enterprise sector in Plymouth and develop its reputation and representation in all sectors. PSEN also has an ambition to grow its membership and to secure its own financial sustainability as a business to deliver that wider strategy. The purpose of the Network Coordinator and Activator role is to develop and implement the activities and processes necessary to achieve that ambition, with the support of the PSEN board of directors and wider team.

Job role

We are excited to hear how you would approach the opportunity and achieve the above aims. With that in mind we will not be prescriptive about how you approach the role. There are some functions which are core and essential. Those are as follows:

- Develop the existing membership offer
- Identifying income streams and funding opportunities to support long-term sustainability and delivery
- Representing PSEN at networking events across the south-west
- Managing the membership function day-to-day e.g., supporting new members, updating membership database, answering queries, following up lapsed memberships, forwarding invoices to finance officer
- Planning and delivering events that support the membership to connect, develop their skills and learn from each other

- Supporting and attending directors' board meetings
- Editing a weekly newsletter with support from our Digital Content Developer
- Working with our Digital Content Developer to produce well put together articles and assets which promote and highlight PSEN and its members
- Co-ordinate and facilitate any of PSEN's sub-groups
- Other relevant and reasonable activities beneficial to PSEN agreed with the directors
- PSEN runs an annual city-wide social enterprise festival. This is held in November and is the pinnacle of our year and highlight for our members. As Network Coordinator and Activator, you will have responsibility for planning this event with a festival planning sub-group. We welcome innovation about how the festival is achieved and would like to hear new creative ideas about how the festival might look in the future.

Place of work

PSEN does not have a permanent office base so the role will be home based with an expectation of frequent meetings in and around Plymouth. Our registered office is Devonport Guildhall, Ker Street, Plymouth, PL1 4EL. Whilst this is not a place of work it is a fixed reference point for the purposes of travel for work. The employer will provide travel expenses for work-related journeys from either this point or the home base whichever is the shortest journey. We can investigate hot-desking or co-working opportunities if necessary.

Personal specification

Essential qualities and skills

- Experience of business administration and management
- Good understanding of the challenges of running a business
- Experience of income generation and fund-raising
- Experience of coordinating and delivering events
- Experience of working with a wide range of stakeholders
- Ability to work autonomously to achieve designated outcomes
- Confident speaking in groups
- Organized and strategic planner with strong administration skills
- A broad understanding of social enterprise and/or purposeful businesses and their ethos
- Confident with digital record keeping including Google Drive/Dropbox, etc.

Desirable qualities and skills

- Experience of membership organizations and co-ordination
- Experience of working within a membership organization and/or business networks
- Experience and knowledge of financial planning, budgeting and working to a budget
- Experience of using Mailchimp or equivalent newsletter software
- Experience of using Eventbrite or equivalent event management software
- Experience of using Canva or equivalent design software
- Experience of using basic WordPress or equivalent web management system
- Experience of using basic QuickBooks or equivalent financial management functions
- Knowledge of the business environment of Plymouth and the South West.