

JOB DESCRIPTION

Job Title	Hub Lead
Location	No. 1 Mann Island, Liverpool L3 1BP
Reporting To	LCR Growth Platform Careers and Enterprise Company
Direct Reports	Regional Lead, North West CEC
Term	One year in the first instance pending funding decisions
Salary	£50,000

1. Overview

The Careers & Enterprise Company was set up by government in 2015 to inspire and prepare young people for the fast-changing world of work. Our role is to be the national network that connects schools and colleges, employers and careers programme providers to create high-impact careers opportunities for young people.

Executing against this modern and dynamic blueprint cannot be done in isolation. It requires thousands of people from schools, colleges, employers and careers and enterprise providers working together. At the Careers & Enterprise Company, we are committed to working with others to create a network that delivers these encounters and helps schools and colleges build careers and enterprise aligned with this best practice.

Our four pillars of work

- **Building local networks:** We are building a national network in collaboration with Local Enterprise Partnerships that connects schools and colleges to employers across the country.
- **Finding out what works:** Our research draws together what is known about the best ways to prepare young people for the world of work.
- **Backing proven ideas:** Our investment funds helps the best ideas spread quickly. We use these programmes to develop best practice and leverage additional investment into the system, with over £15million in external funding secured to date.
- **Supporting careers and enterprise with technology:** We are developing a digital infrastructure to support young people into the world of work and to help schools and colleges to optimise their careers and enterprise provision.

As a result of the Careers Strategy, published by government in December 2017, the Careers & Enterprise Company's remit is growing, and the team is expanding.

Christine Hodgson, Chairman of Capgemini, is our Chair. Other board members include Lord Young, former Enterprise Adviser to the Prime Minister, Steve Holliday, former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL and Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince's Charities. The company is led by Claudia Harris, CEO and former partner at McKinsey.

www.careersandenterprise.co.uk/

2. What is a Careers Hub?

The Liverpool City Region (LCR) Careers Hub is a network of schools and colleges working with universities, other education and training providers, employers and career professionals to ensure the Gatsby Benchmarks are delivered in each school and college and that careers outcomes are improved for all young people. Schools within the LCR Careers Hub have a shared vision of how they will work together to improve outcomes for the young people in their area.

The post-holder will ensure that the best local careers and enterprise provision is made available to schools in the Liverpool City Region by acting as a core link to existing provision, to new initiatives emerging locally, regionally, nationally and through The Careers & Enterprise Company and by stimulating more provision where there are gaps.

The key components of a Careers Hub are:

- A Hub Lead working with existing Senior Enterprise Coordinators and Enterprise Coordinators, all trained in how to deliver the Gatsby Benchmarks.
- A small Central Hub Fund to support the hub in delivering its goals.
- Some schools and colleges within the Hub will also receive Careers Leaders training bursaries.

A key part of the Careers Hub programme will be testing and evaluating whether being part of a Careers Hub helps schools and colleges to meet the Gatsby Benchmarks and ultimately improves a range of outcomes for the young people in the local area.

22 Careers Hubs pilots were launched in September 2018 which had expanded to 38 with new hubs and hub extensions in Wave 2, September 2019.

- Schools and colleges in Careers Hubs have made accelerated progress against the Gatsby Benchmarks and are outperforming other parts of the country. The average number of Gatsby Benchmarks achieved in Careers Hubs has increased by 56% over the past 12 months.
- Careers Hubs promote a strategic area-based approach and strategic working within schools and colleges.
- Careers Leaders in Careers Hubs are more positive about the progress their schools and colleges are making and are benefitting from engagement in training.
- Young people's skills are improving in Hubs through career programmes that give them access to wide ranging career activities.

3. Role Scope

The vision for the Liverpool City Region Careers Hub is that, by September 2020, there will be capacity for every school and college within the LCR to be part of the Careers Hub and to ensure equality of support and provision across the Region. If the bid for additional funding to secure this capacity, the role will still encompass strategic responsibility for the whole region through oversight of the Careers Hub and the Enterprise Advisor Network.

To lead the Liverpool City Region Careers Hub:

- Through your own work and management of the team of Senior ECs and Enterprise Coordinators to support schools and colleges to form a community of practice and drive improvements across all schools and colleges inside the Hub against the 8 Gatsby Benchmarks.
- The role will include the engagement of partners to deliver the Enterprise Coordinator roles and also strategic contract management.
- The role will include significant senior stakeholder engagement with schools and colleges, local government, Local Enterprise Partnerships, further and higher education partners, businesses and business bodies.
- As a critical part of The Careers Strategy and a pilot programme, reporting, supporting evaluation, supporting the sharing of learnings and best practice and driving continuous improvement will also be key to this role. In particular, reporting to the Carers and Enterprise Company and the Governance Board.

You will be supported by a local Line Manager and a Regional Lead from The Careers & Enterprise Company.

4. Key Responsibilities

The Liverpool City Region Careers Hub aims to:

- Build capacity within and between the hub schools to deliver consistent, comprehensive and high-quality career guidance for all students, supporting and challenging hub schools to meet the 8 Gatsby Benchmarks of Good Careers guidance.
- Support hub schools and encourage non-hub schools to adopt, implement and achieve the Gatsby benchmarks, using Compass and Compass Plus to monitor progress.
- Identify the common problems and barriers to the implementation of the Gatsby Benchmarks and identify solutions and opportunities to overcome these issues.
- Create a sustainable and replicable approach to the implementation of the Good Career Guidance Benchmarks that can be applied at scale.
- Actively engage business, employers and wider education business link organisations to enable young people (in hub schools and beyond) to explore career opportunities and expand their networks through a wide range of encounters and experiences.

- Ensure that every hub school is matched to an Enterprise Adviser who is empowered to support the school to develop meaningful employer encounters.

Principal Responsibilities

- Implement the initiation, growth and successful development of the LCR Careers Hub in accordance with the Careers & Enterprise Company 'Implementation Plan', following the principles of 'engage, inform and develop good practice'.
- Develop a strategic plan for the LCR Careers Hub to ensure delivery against KPIs and management of budgets and risk. Map progress and provide quality assurance measurement. Analyse progress data, identify trends and patterns and share this intelligence with hub schools and the CEC so that resource management can be maximised and resources targeted appropriately.
- Provide strategic leadership to schools and colleges within the LCR Careers Hub to build capacity in the provision of careers guidance, ensuring each school/college within the hub has a robust annual career benchmarks action plan.
- Establish a network of the careers leaders in each hub school and college, building a community of practice that encourages collaboration, professional development and signposts careers leaders to information, opportunities and sources of support.
- Work closely and regularly with Careers Leaders, Enterprise Coordinators and Enterprise Advisers to undertake, challenge and regularly review audits of hub schools'/colleges' careers activity against the Gatsby benchmarks using Compass and Compass Plus to document and analyse impact and progress, with formal audits as a minimum at the beginning and the end of each academic year.
- Work with researchers and evaluators to ensure appropriate data and information is collected from schools and that this process is managed effectively.
- Direct the work of Enterprise Coordinators attached to the LCR careers hub to ensure they are providing an effective link between business and education.
- Ensure that all LCR careers hub activity plans link appropriately and as required with other local and regional plans as well as National policy developments.
- Develop and implement the wider benefit strategy to ensure the long-term scalability and sustainability of Career Benchmarks, ensuring that schools who are not part of the Careers Hub also benefit.
- Work with the other Hub Leads across the country to share and disseminate good practice, supporting The Careers & Enterprise Company's national Centre of Excellence.
- Attend EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and Enterprise Adviser Network developments.

5. Qualifications and Experience Required
<ul style="list-style-type: none"> • Demonstrable experience of engaging and building relationships with leaders from education and business. • Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders to time and budget and managing and mitigating risks. • Experience of successfully initiating, developing and quality assuring successful project(s) or programme(s). • Experience of managing people and performance and providing regular progress reports to a variety of audiences in a variety of formats. • A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector. • A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise. • An up to date knowledge of the careers education and corporate social responsibility landscapes. • An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people. • Experience of volunteer management preferred.
6. Skills and Core Competencies
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, with the ability to engage and persuade a variety of audiences and encourage others to use new ways of working. • Strong project management skills with ability to manage high profile projects to time and budget. • Collaborative and good at building relationships at all levels, with a wide range of external stakeholders, and within CEC and the local organisation. • Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders. • Experience of analysing data and gathering evidence to demonstrate impact. • Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity. Able to work flexibly in line with changing demands.
7. How to Apply
<p>If you are interested in applying for this role please send an up to date CV and cover letter (limited to two sides of A4) outlining your vision for the role and how previous experience has prepared you for the role to vacancies@growthplatform.org with the subject Careers Hub Lead no later than 12pm, Monday 6th July</p>