



| Job Description | |
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| Job Title | Enterprise Coordinator |
| Location | Liverpool City Region |
| Reporting to | Skills Lead / LCR Careers Hub Lead |
| Direct reports | None |
| Term | One year (to 31.08.21) with possible extension dependent on future funding |
| Salary | £30,000 |
| <p>Overview</p> <p>The Careers & Enterprise Company has been set up to inspire and prepare young people for the fast-changing world of work.</p> <p>It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 200 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, or 15 schools and colleges in “Careers Hubs”.</p> <p>Significant focus has been on improving links between employers and schools and colleges, to create powerful, lasting connections. Over 3000 Enterprise Advisers - business volunteers who have signed up to provide strategic support to individual schools and colleges – are now part of the Enterprise Adviser Network (EAN).</p> <p>The Company has committed £15m to building a Network of nearly 4000 schools and colleges, unlocking over £5m in match funding in 2018-2019 alone. Additional funding has been directed to geographic areas in the country most in need of support – the 'Cold spots' – where 300,000 young people have benefitted.</p> <p>Christine Hodgson, Chairman of Severn Trent, is Chair of The Careers & Enterprise Company. Other board members include Steve Holliday; former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL; Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince’s Charities; Mo Isap, Chair of the Greater Manchester Careers and Employability Board and David Baldwin, current Head Teacher of Churchill Community College. The company is led by Claudia Harris, CEO and former partner at McKinsey.</p> | |
| Role Summary | |
| <p>The Enterprise Coordinator (EC) sits at the heart of the local Careers Hub/EAN in order to help schools and colleges improve their careers and enterprise activities and to engage with the world of work. Working closely with the Skills Lead and the Careers Hub Leadership Team, the EC will ensure the Careers Hub/EAN is embedded into the LEP/Growth Platform’s skills strategy and make it easier for employers to engage with schools and colleges. Through establishing the local and national contexts the EC will focus everyone’s efforts on</p> | |



programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people.

1. Building Networks
2. Supporting Careers Leaders
3. Backing the Gatsby Benchmarks

The intention is that this role would focus on further developing support for our SEND schools throughout the Liverpool City Region and an interest and/or experience of SEND would be preferable. However, this is negotiable and is not an essential criterion.

Key Responsibilities

Establishing and developing your Network

- Growing the Careers Hub/EAN locally by engaging and supporting a cluster of 15 schools and Enterprise Advisers.
- Recruiting senior level Enterprise Advisers (EAs) from local businesses and successfully matching them to schools and colleges within the Careers Hub/EAN.
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the cluster. Ensuring the impact the EA, The Careers and Enterprise Company and local network can have on their school improvement planning and careers strategy is understood and the development needs of each school are identified.
- Supporting EAs in scoping, identifying and addressing the needs of their matched school.
- Acting as an ambassador for The Careers & Enterprise Company including raising the profile of the Careers Hub/EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
- Cascading learning from The Careers & Enterprise Company by delivering CPD sessions to school and business audiences.

Building Careers and Enterprise Plans

- Supporting EAs and Careers Leaders including induction training, coordinating network meetings and identifying and delivering ongoing training to meet individual EAs' and CL's development needs.
- Organise and attend regular EA/CL meetings to ensure progress is being made across all benchmarks and school priorities addressed.
- Establishing methods of recognising and highlighting best practise to ensure the network is accessing and delivering the most impactful activities.
- Supporting The Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the LEP/Growth Platform and local Careers Hub/EAN and providing feedback on them to your Regional Lead and the Investment Team.
- Building and understanding the local context of careers provision and providers including NAS, NCS, and JCP and how these fit with the national context.



- As per The Careers & Enterprise Company reporting cycle, contribute to the monitoring and impact tracking of the Careers Hub/EAN by submitting the EAN register.
- Attending The Careers & Enterprise Company EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and Careers Hub/EAN developments.
- Keeping up-to-date on the progress and success of the Careers Hub/EAN and sharing this knowledge across the local and national network, the latter in the form of case studies to your Regional Lead

Implementation and Impact

- Regularly reviewing the network to ensure the members (at all levels) remain engaged and proactive, via communications, training and support.
- Staying abreast of best practise examples, emerging guidance and legislation and considering the differing audiences you will need to cascade this information to.
- Track the progress of your schools/colleges (using a variety of tools and resources), identifying trends, gaps and solutions.
- Analysing and understanding the impact of the network on your local economy and skills strategy and feeding information back to The Careers & Enterprise Company.
- Recognising and monitoring risks within the network and ensuring a strategic approach is adopted with your SEC, Hub Lead or Regional Lead.

Qualifications & Experience required

- Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses.
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.
- 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, and the current 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.

Skills & Core Competencies

- Excellent communication and interpersonal skills, with the ability to persuade and influence a variety of audiences and encourage others to use new ways of working.



Ambitious



Trusted



Collaborative



Innovative



Effective

- Able to build relationships at all levels, both internally and with a range of external stakeholders to develop a collaborative network and shared objectives.
- Proactive, with the ability to work independently, managing and adapting conflicting priorities and deadlines
- Able to think and plan strategically to measure and drive performance.
- Able to identify and mitigate risks, working collaboratively to find solutions.
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment.
- Competent use of a range of digital and IT and social media platforms in order to improve and raise awareness of the direct impact of the network.

Job Descriptions are not part of the terms and conditions of employment and may be subject to change.