



INVITATION TO TENDER

Careers Hub Senior Enterprise Coordinator and Enterprise Coordinator Partners

Growth Platform

Growth Platform is Liverpool City Region's economic enabler, designed to support people and businesses to realise their potential and generate growth. Our role is to strengthen and simplify our regional ecosystem, creating a sustainable economy that reflects the needs of all our business community across Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral.

We exist to enable change and growth that makes our economy work for everyone; to provide guidance, inspiration, and support for businesses, create opportunities for growth and foster resilience.

Through Growth Platform we deliver the Liverpool City Region Careers Hub.

Introduction to the Careers Hub

Careers Hubs ("Hubs") were established by The Careers & Enterprise Company in conjunction with LEPs/LAs/CAs between 2018 – 2020. The number and size of Careers Hubs continue to grow with a view to Careers Hubs covering all state-maintained secondary schools and colleges by 2024. Funding for Hubs is by The Department for Education.

To take forward this strategic priority, Liverpool City Region LEP via Growth Platform has secured an offer of grant funding from The Careers & Enterprise Company to continue the successful delivery of a Careers Hub into the academic year 2022/2023. The contract will run from 1st September 2022 to 31st August 2023.

Hubs are expected to positively impact the speed and scale of Benchmark achievement within their area. It is expected that benefits of being part of a Hub will improve careers provision as assessed through the Benchmarks, generate increased awareness of opportunities, create a greater equality of opportunity and raise aspirations. Hubs are also expected to be able to demonstrate their impact on young people, their aspirations and their destinations, ensuring that every young person can find their best next step.

Together with the Government backed Careers & Enterprise Company (CEC), Growth Platform understands the benefit of increasing the number of opportunities for young people



to get to know the world of work, understand what work is, explore their options, provide inspiration and build real confidence about their future. To achieve this, it is our ambition for stronger links between business and education to be developed and that business and enterprise programmes are embedded into schools.

The City Region's Careers Hub, part of the national Network, connects schools and colleges with employers and careers programme providers and supports them to work together to provide effective experiences for young people. Matched to a local school or college by a trained Enterprise Coordinator (EC), volunteer Enterprise Advisers (EAs) from the world of work use their knowledge of the local business landscape to support the headteacher or careers team to develop an effective careers plan that addresses the [Gatsby Good Career Guidance Benchmarks](#) and to create opportunities with business contacts in the area for their school or college's students.

The Careers Hub focuses on specific schools and work with them strategically to achieve all 8 Gatsby Benchmarks. 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, it is led by a Strategic Careers Hub Lead at the Growth Platform.

Requirement

Growth Platform are looking to procure one Senior Enterprise Coordinator & 5 Enterprise Coordinators to work across the City Region. The Senior Enterprise Coordinator will work with up to 10 schools/colleges and the Enterprise Coordinators up to 20 each. Job Descriptions for each of the roles are at the end of this document.

The Growth Platform is seeking to secure delivery partners who demonstrate a knowledge and understanding of how best to engage and link business and education; who display a commitment to this agenda; and who can provide match funding to match with this grant to deliver this exciting initiative.

The Growth Platform requires delivery partners to coordinate and collaborate on this programme to maximise the benefit across Liverpool City Region schools and colleges. The Careers Hub complement the core values of the City Region's Local Growth Hub <https://localgrowthhub.com/about>. The Local Growth Hub provides a single access point for businesses to discover the advice and support they need to flourish. Organisations delivering services to support business growth as part of the Local Growth Hub are encouraged to coordinate and collaborate on the support delivered.

The funding available can cover up to 50% of the costs of Senior/Enterprise Coordinators in the City Region. Partners will be expected to demonstrate their ability to match this funding.

Scope

The Careers Hub is intended to inspire and motivate young people and support them to make informed choices about their future. This is achieved by working with senior leaders in education to develop effective careers strategies. The funding is for activities related to this



partnership working and is not to be substituted into existing or planned activities.

A key role of the Enterprise Coordinator is to work with local businesses to secure volunteer Enterprise Advisers to each work with a local secondary school or college. The Careers Hub will enable high calibre volunteers to work directly with the senior leadership team in secondary schools and colleges to support more effective connection to the world of work and develop, shape or add value to the school or college's careers, enterprise and employer engagement strategy.

There are already 135 schools and colleges signed up to the City Region's Careers Hub. Enterprise Coordinators will be required to maintain and further develop these relationships, specifically working with up to 20 schools/colleges as indicated. They will also be required to support the growth of the Careers Hub in the development and review of the strategy for employer engagement and careers and enterprise education.

Through the Careers Hub and existing relationships with employers, it is intended that the offer from employers to schools and colleges will increase so that in time every young person should be able to access work related interventions at multiple points as they progress through their education. Enterprise Coordinators are expected to have knowledge and understanding of the range of programmes and activities available to schools and colleges.

The Enterprise Coordinator will work closely with the allocated schools and colleges to support the school and colleges in the completion of regular Compass assessments of performance against the Gatsby Benchmarks. Also support in implementing and evaluating their careers provision using Compass/Compass+.

Please note that it is essential that our delivery partners have regard to the general requirements for DBS checks and other appropriate controls for staff working in schools or with pupils. We expect all Enterprise Coordinators to have such checks. All Enterprise Advisers will also have an enhanced DBS check arranged by coordination with the LCR Careers Hub.

Key Success Factors & Deliverables

The key success factors are summarised as follows with related funding subject to delivery against these.

- Engage and maintain relationships with schools/colleges and Enterprise Advisers already signed up across the City Region, as agreed.
- Work strategically with Senior Leadership teams and Careers Leaders in school/college to help them deliver impact and work towards Gatsby Benchmark framework.
- A review of the careers, enterprise and employment engagement strategy for all schools/colleges in the programme.
- Appointment of Senior/ Enterprise Coordinator(s) in line with Job Descriptions Annex 1.



- Appointment of non-conflicted volunteer Enterprise Adviser(s) and matching them with schools and colleges in the programme.
- Establishment of an Enterprise Hub Network which is fully supported on a day to day basis by the Enterprise Coordinator(s).
- Comply with The Careers & Enterprise Company's and LEP's tracking and monitoring requirements.
- Share best practice and evidence of 'what works' in the form of case studies, submitting a minimum of 2 case studies to the Careers Hub within the academic year.
- Work in collaboration locally to support Careers Hub programme of delivery working with employers and avoid conflicts of interest.
- Match our funding and provide evidence of required match funding.
- Enterprise Coordinators' to attend Growth Platform and Careers Hub Enterprise Coordinator meetings.
- Attendance at CEC national events and between 4 and 6 days total CPD on the Digital Hub training events.

Key Performance Indicators

The key performance indicators are summarised as follows:

- School/college or employer communications should be acknowledged as soon as possible and responded to within 5 working days.
- An Enterprise Adviser must be recruited for every school or college within the academic year and must be supported, guided and, in the main, accompanied by the Enterprise Coordinators to meetings with a school or college.
- There should be regular communication with the schools/colleges and Enterprise Advisers until they are matched.
- The Enterprise Adviser induction and onboarding process should be underway before the Enterprise Adviser is matched to a school/college.
- DBS checks must be underway before the Enterprise Adviser is matched to a school/college.



- Enterprise Adviser induction should follow national best practice using standard resources.
- Enterprise Coordinators undertake a minimum of one school/college visit every half term with every school/college to develop strong working relationship with Careers Leader and maintain robust and effective action plan to support the school/college priorities and development plan.
- Enterprise Coordinators' must maintain a record of meetings by using the Action Plan with Careers Leaders and Enterprise Advisers, to ensure that records are kept up to date in a timely manner using Evolutive Portal and EANR.
- Compass/Compass+ must be completed every term and with the EA where possible and support the delivery of the careers strategic plan and to focus on school/college priorities.
- Compass+ onboarding should take place encouraging schools to use the new system along with users becoming frequent users.
- Future Skills Questionnaire (FQ) to be discussed with Careers Leaders with at least 25% of Compass+ users completing with at least 1 cohort of students.
- Robust challenge should be given to schools and colleges to ensure progress is made, interventions are appropriate and create impact to ensure that quality is being delivered.
- All Enterprise Coordinators should support Careers Hub strategic plan and develop local programmes with key employers to deliver impact and improve outcomes for young people.
- All Enterprise Coordinators and host organisations should follow CEC best practice and updated recommendations/guidance.
- All Enterprise Coordinators should align their delivery to the CEC roadmap.
- Enterprise Coordinators should attend all Hub meetings as per the published schedule and contribute to the development and success of the Careers Hub Strategic Plan.



Budget & Duration

The contract is for 1 year to run from 1st September 2022 to 31st August 2023. There is a possibility that this contract may be extended on an annualised basis for a further 2 years at Growth Platform's absolute discretion, subject to CEC funding, performance, and strategic alignment.

The allocated 50% match budget, with the other 50% being provided by the supplier (by which we mean an additional £31,500/ £26,300).

- Senior Enterprise Coordinator up to £31,500
- Enterprise Coordinator up to £26,300

The above provision is expected to be full time coordinator roles (FTE).

This funding must be matched by the successful supplier. Therefore, the funding detailed above is to cover up to 50% of overall cost of the Enterprise Coordinator.

Applicants must demonstrate their ability to fund the programme at 50%. If this is omitted the application will not be considered.

Applicants may submit responses for 1 or more of the 6 Senior/Enterprise Coordinator roles available.

Where the applicant only has match to deliver one of the roles, they must indicate their preferred role in the Funding Section of the Application.

Payment Terms

Grant Claim arrangements are in place to cover the reimbursement of 50% of the costs of Senior/Enterprise Coordinator(s). These costs will predominantly be salary with 'on costs', reasonable employee overheads, reasonable travel and administration support in delivery of the programme.

For the grant recipient to report on delivery and draw down the grant, an application for reimbursement, the 'Grant Claim' must be made. Claims are to be submitted quarterly in arrears. Only eligible expenditure defrayed (incurred and 'paid') by the end of that quarter can be included in the claim for reimbursement.

Salary, on costs and employee overheads may be included. Reasonable travel and subsistence and administration support in delivery of the programme. These non-salary costs, combined with on costs, are expected to be no more than 15-20% of the total value of the claim.

Claims must be submitted within **10 working days of the end of the claim period**. Grant payment will normally be made within 30 working days from receipt of a completed claim.



Timeline

In order to provide bidders with key milestones, the timeline below indicates the response time and proposed timescales for the award, please note these dates are subject to change:

Project specification issued	28 th July 2022
Project Questions Deadline	8 th August 2022
Project Responses	9 th August 2022
Submission Deadline	21 st August 2022
Appointment Decision	26 th August 2022
Contract Commencement	1 st September 2022
Contract Completion	31 st August 2023

Tenders may be submitted at any time before the Deadline for Tenders above. The date and time of the email will be recorded as the time and date of response. **Late responses will not be accepted.**

Supplier questions

Any questions should be directed to lisa.duddridge@growthplatform.org, on or before the 'Questions Deadline' date stated in the above timeline.

All questions and answers will be made anonymous and disseminated to all potential suppliers on Growth Platforms [tender page](#). It will be the responsibility of the potential supplier to monitor the site for latest activity.

Format & Content of Submission

Suppliers must demonstrate the ability and capacity to deliver the brief as well as demonstrating the ability to 50% fund the roles tendered for.

Suppliers should use the relevant form from the [Growth Platform Tender](#) page to submit their response.

COMPLETED TENDERS SHOULD BE SUBMITTED BY EMAIL TO lisa.duddridge@growthplatform.org BY 11.59pm on 21st August 2022



Evaluation

When awarding this contract Growth Platform on behalf of the LCR LEP reserves the right not to accept the lowest price tender, but the most economically advantageous tender taking into consideration the award criteria below.

Submission will need to score at least 65 to be eligible. In the event that all submissions score under 65, Growth Platform reserves the right to re-advertise the opportunities.

It is an essential requirement that suppliers will match fund 50% of these roles. Submissions that do not provide evidence that roles can be match funded will not be scored and will be discounted.

Evaluation Criteria

There are separate scoring criteria for each of the roles.

Proposals / Quotations will be assessed and scored on the following criteria:

Quality – ENTERPRISE COORDINATOR ROLES ONLY	Weightings
Prior experience and delivery are not an indicator of suitability and will not be considered or scored.	
<ul style="list-style-type: none"> Demonstrate your knowledge and understanding of the range of activities available to schools, in relation to careers and enterprise, how they deliver impact to each of the 8 Gatsby Benchmarks and how you will share this information to encourage involvement in programmes and activities. 	30%
<ul style="list-style-type: none"> Describe how you will maintain the relationship with schools/colleges and Enterprise Advisers who are part of the Careers and how you will coordinate and collaborate with other Enterprise Coordinator delivery partners and the Careers Hub Lead/Senior Leadership Team. 	20%
<ul style="list-style-type: none"> Describe your current Business Network and how this will be leveraged to deliver the Programme particularly with regard to the recruitment of Enterprise Advisers and employer engagement activities. 	15%
<ul style="list-style-type: none"> The Programme requires a proven Schools/College Network. Detail how you meet this criterion and how this will assist Programme delivery. 	15%
<ul style="list-style-type: none"> The Programme must compliment the current available activity and services without duplicating or conflicting against them. Provide information on how you will accomplish this. 	10%
<ul style="list-style-type: none"> Detail how you will deliver the Programme either through recruitment or with existing resource. 	10%



Quality – SENIOR ENTERPRISE COORDINATOR ROLE ONLY	Weightings
Prior experience and delivery are not an indicator of suitability and will not be considered or scored.	
<ul style="list-style-type: none"> Describe how you will maintain the relationship with schools/colleges and Enterprise Advisers who are part of the Careers Hub and how you will manage and develop a team of Enterprise Coordinator delivery partners to support the Careers Hub Lead as part of Senior Leadership Team. 	20%
<ul style="list-style-type: none"> Demonstrate your knowledge and understanding of the range of activities available to schools, in relation to careers and enterprise, how they deliver impact to each of the 8 Gatsby Benchmarks, and how you will share this information to encourage involvement in programmes and activities. 	20%
<ul style="list-style-type: none"> Provide information on how you will deliver the Senior Enterprise Coordinator role, supporting the Growth Platform and linking with the Strategic Careers Hub Lead in overall delivery of the Careers Hub strategic plan whilst managing your responsibilities with schools and Enterprise Advisers. 	15%
<ul style="list-style-type: none"> The programme must complement the current available activity and services without duplicating or conflicting against them. Show how you will accomplish this. 	15%
<ul style="list-style-type: none"> Describe your current Business Network and how this will be leveraged to deliver the programme and in particular the recruitment of Enterprise Advisers. 	10%
<ul style="list-style-type: none"> The programme requires a proven Schools/College Network. Detail how you meet this criterion and how this will assist Programme delivery. 	10%
<ul style="list-style-type: none"> Detail how you will deliver the Programme either through recruitment or with existing resource. 	10%

The scoring mechanism for scored questions will be detailed as follows unless stated otherwise.

Score	Meaning
0	Unacceptable response. Requirement level is not met. Many important issues are completely un-addressed or response wholly inadequate or inappropriate. Concerns are serious and risk levels unacceptable for many areas.
2	Poor response. Requirement levels are adequate for only some important issues. Some important issues are largely incomplete. Concerns are serious and risk levels unacceptable for some areas.



Score	Meaning
4	Adequate response. Requirement level is partially met. Overall the proposals are satisfactory, but some issues are weak. Risk levels apply but Bidder has demonstrated understanding of how they will meet all minimum requirements.
6	Good response. Requirement level is partially met, competence is demonstrated in all areas but there is scope for more detail and more depth in some areas.
8	Very good response. Requirement level is met with only a few minor weaknesses or queries. Competent bid demonstrating overall understanding of requirements and experience in all areas.
10	Excellent response. Requirement level fully met. All key issues addressed. Range of examples of good practice, experience, understanding of requirements.

Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.



Enterprise Coordinator Job Description

Enterprise Coordinator Job Profile

Job Title	Enterprise Coordinator
Location	The Enterprise Coordinator will be external facing, attending face-to-face meetings with stakeholders in a range of settings, within the hub boundaries but also at national events
Reporting to	Operational Hub Lead
Direct Reports	
Term	12 months

Do you want to be part of a mission-driven team focused on transforming young people's lives? Do our values resonate with you? If so, we'd love to hear from you!

Local Summary

Growth Platform is Liverpool City Region's economic enabler, designed to support people and businesses to realise their potential and generate growth. Our role is to strengthen and simplify our regional ecosystem, creating a sustainable economy that reflects the needs of all our business community across Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral.

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www.growthplatform.org

The Careers & Enterprise Company (CEC) works in partnership with Local Enterprise Partnerships (LEPs), across England, set up Careers Hubs to build and co-fund a national network of Enterprise Coordinators to improve careers education and help prepare young people for the world of work.

The Liverpool City Region Careers Hub is managed by Growth Platform and is currently supporting 135 schools and colleges across the City Region. A team of 12 deliver strategic support and guidance, working with Careers Leaders and Enterprise Advisers, to inspire the next generation.

Key Responsibilities

The Careers & Enterprise Company (CEC) is the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.



Careers Hubs bring together schools, colleges, employers, and apprenticeship providers in a local area. The goal is to work together and help schools and colleges improve how they prepare young people for their best next steps.

Strategy

1. To deliver as much **impact** as possible on the lives of young people
2. To deliver a universal service, but one that targets **inclusion** and removing barriers for young people
3. To build a system where high impact careers education can continue long into the future

Scope and Purpose of the role

The Enterprise Coordinator (EC) sits at the heart of the local Network to help schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

The main responsibilities include but are not limited to:

Establishing and developing your Network

- Establishing and growing the Network locally by engaging and supporting a caseload of c.15-20 schools and colleges. Ensure all institutions are matched with an Enterprise Adviser (EA)
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the caseload.
- Leading and coordinating relationships between the EA, the school/college and the wider Network with a focus on impact, successful transition and destination outcomes for young people.
- Ensuring all schools and colleges are self-assessing their careers programme using CEC digital tools, driving Gatsby Benchmark performance and that all young people are receiving help from high quality careers education.
- Acting as an ambassador for The Careers & Enterprise Company (CEC) including raising the profile of the Network through communication and marketing channels to engage with key local stakeholders.
- Sharing learning from The CEC by delivering CPD sessions to education and business audiences.

Enterprise Advisers

- Leading on the recruitment of Enterprise Advisers, encouraging equality, diversity & inclusion in the recruitment process. Implement measures for tracking the representation of local growth sectors within the EA community.
- Successfully match Enterprise Advisers to schools and colleges within the Network and provide on-going support to EAs in scoping, identifying, and addressing the needs of their matched school or college.
- Responsible for the induction and on-going training / continuous professional development of Enterprise Advisers.
- Responsible for tracking and completion of all DBS checks for EAs prior to them working with a school/college.
- Create a community of practice where EAs are supported, developed, and provided with opportunity to network and share their experience.

Building Careers and Enterprise Networks – working nationally, tailoring locally.



- Supporting EAs and Careers Leaders including induction and training, coordinating network meetings, and identifying and delivering ongoing training to meet individual EAs and CLs development needs.
- Organise and attend regular school/college meetings that are outcome focused to ensure progress is being made across all benchmarks and all priorities addressed.
- Building and understanding the local context of careers provision and providers including National Apprenticeship Service, National Careers Service, and Job Centre Plus.
- As per The CEC reporting cycle, contribute to the monitoring and impact tracking of the Network.
- Attending The CEC national and local training events and meetings.

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 practice examples, emerging guidance and legislation
- 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 CEC.

Qualifications and 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 background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or 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.
- A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.

Skills and 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.
- Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.



- Proactive, with the ability to work independently, prioritising a busy workload, managing relationships with many stakeholders, and adapting conflicting priorities and deadlines
- Able to think and plan strategically to measure and drive performance.
- 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 to improve and raise awareness of the direct impact of the network.

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



Senior Enterprise Coordinator Job Description

Job Profile

Job Title	Senior Enterprise Coordinator
Location	Attending external facing, attending face-to-face meetings with stakeholders in a range of settings, within the hub boundaries but also at national events
Reporting to	Strategic Careers Hub Lead
Direct Reports	Enterprise Coordinators
Term	1 September 2022 - 31 August 2023

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Key Responsibilities

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Careers Hubs bring together schools, colleges, employers, and apprenticeship providers in a local area. The goal is to work together and help schools and colleges improve how they prepare young people for their best next steps.

Strategy

1. To deliver as much **impact** as possible on the lives of young people
2. To deliver a universal service, but one that targets **inclusion** and removing barriers for young people
3. To build a system where high impact careers education can continue long into the future

Scope and Purpose of the role

- Support the team of Enterprise Coordinators and volunteers to provide high quality careers and enterprise education for 11–18-year-olds. Aligning with the Local Enterprise Partnership / Combined Authority / Local Authority economic and skills priorities, effective delivery will improve career outcomes and achieve sustainable change in provision at a local and national level.
- Ensure service delivery is consistently of a high quality, aligns to the Gatsby Benchmarks and achieves the outcomes within the Careers Hub Strategic Plan, and the Grant Funding Agreement with The Careers and Enterprise Company.
- Work closely with the Strategic Hub Lead and cross sector stakeholders within the careers space, driving collaboration and ensuring delivery of the Careers Hub Strategic plan.

The main responsibilities include but are not limited to:

- Establishing and growing the Network locally by engaging and supporting a caseload of c.10 schools and colleges. Ensure all institutions are matched with an Enterprise Adviser (EA).
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the caseload.
- Support to develop a high performing team of Enterprise Coordinators to deliver the outcomes in the Careers Hub Strategic Plan and the Grant Funding Agreement.
- Ensure that individual schools and colleges action plans are aligned with the Careers Hub Strategic Plan and local economic and skills priorities.
- Work closely with Careers Leaders, Enterprise Advisers and Enterprise Coordinators to ensure a consistent and regular process for collating and reviewing performance data, including Gatsby Benchmarks, using local and national data management systems.
- Analyse and review performance of all schools and colleges within the Hub to identify barriers and gaps in performance. Work closely with the Strategic Lead for the Hub to develop and provide targeted support to address gaps and remove barriers to service delivery and improve careers provision for all young people.
- Work closely with the Strategic Lead to embed robust systems and processes for contract management, financial and risk management and tracking and reporting on key deliverables to ensure the hub budget and Grant Funding Agreement reporting requirements are achieved.



- Work closely with the Strategic Lead for the Hub to embed a process of continuous improvement and quality assurance with all stakeholders and establish the careers hub as a beacon of best practice.
- Build and promote a vibrant, diverse, and representative ‘community of practice’ to facilitate peer to peer learning, collaboration, and the scaling of what works to enhance the impact of the Careers Hub, to schools and colleges directly involved in the Hub and across a wider national community of practice.
- Direct and manage the recruitment, development, and retention of Enterprise Advisers to support the delivery of the Careers Hub Strategic Plan and Grant Funding Agreement and ensure on-going, relevant, and timely support is provided.
- Coordinate and work closely with careers providers and grant recipients to ensure that delivery is targeted to support those schools and colleges that are most in need of support and will have the most impact for young people.
- Build relationships and collaborate with careers providers such as National Apprenticeship Service, National Careers Service and Job Centre Plus to align national and local provision to enhance careers outcomes for young people.
- Develop strong partnership working with The Careers and Enterprise Company to enhance impact and remove barriers to system change.
- Ensure that processes are in place and managed to support research and evaluation projects that evidence the impact of the Career Hub.

Qualifications and experience required

Essential:

Demonstrable experience of managing people and driving performance to achieve ambitious targets.

Experience of performance management, objective setting, aligned to organisation goals and proactively addressing under performance and coaching for improvement.

Demonstrable experience of engaging and building relationships with stakeholders from education, the careers sector and business.

A track record for working collaboratively with a variety of stakeholders to achieve a common goal or purpose.

Desirable:

Experience of managing a multi-disciplinary field-based team working with multiple stakeholders to drive performance and achieve ambitious targets.

Experience of working with schools and college leaders and understands the constraints and barriers to service delivery in schools.



<p>Able to influence a variety of stakeholders to support a common goal.</p> <p>A track record of delivering programmes or projects with multiple stakeholders on time and to budget.</p> <p>Experience of working with volunteers and of volunteer management.</p> <p>Demonstrates an understanding of local skills and economic priorities and the issues facing young people in accessing employment.</p> <p>Shows a strong understanding of the careers landscape and wider economic, political and social drivers of business for engaging with and supporting schools, colleges and young people.</p> <p>A track record and understanding of contract management and grant funding and fiscal and risk management associated with these.</p> <p>Evidence of effective process design, development and implementation including quality assurance and standardisation of operating procedures and practices.</p> <p>A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.</p>	<p>Experience of initiating and leading a project with multiple stakeholders to achieve a common goal.</p> <p>Successfully implemented/ directed and managed a volunteer programme within the education sector, with volunteers from business.</p> <p>Strong understanding of strategic priorities for the LEP/CA/LA, regeneration plans, recovery plans and sector deals local labour markets demographics.</p> <p>Track record of operational management of grant funded programmes within the education, careers or third sector.</p> <p>Evidence of working with quality assurance programmes within education sector.</p>
<p>Skills and core competencies</p>	
<p>Essential:</p> <p>Strong people management skills able to set clear objectives, build accountability and inspire and lead a team to achieve results.</p>	<p>Desirable:</p> <p>Strong coaching skills.</p>



<p>Strong relationship management skills able to engage, influence and drive collaboration with a variety of stakeholders to achieve results.</p> <p>Articulate and confident public speaker and effective communicator.</p> <p>Proficient contract manager, fiscally competent and able to manage and mitigate risk.</p> <p>Highly organised, well developed time management skills with effective priority setting.</p> <p>Proactively address problems and works collaboratively to develop effective solutions to achieve results.</p> <p>Able to work under pressure, is resilient and remains calm and focussed.</p> <p>Competent at systems and process design and implementation to achieve consistency of practice.</p> <p>Confident at data analysis and able to use data and evidence to influence and drive new ways of working, drive change and manage performance.</p> <p>Competent user of mainstream IT software, web-based technology, and social media.</p>	<p>Track record of Account Management in a commercial environment</p> <p>Demonstrable capabilities in evidencing performance to show compliance with grant funding or contracting context.</p> <p>Thinks creatively and ‘outside the box’ and enjoys innovating.</p> <p>Takes responsibility for own decisions and learns and adapts based on experience.</p>
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