

Job Title: Senior Enterprise Coordinator

Location: Liverpool City Region LEP

Term: Until 31st August 2020 (subject to funding)

Salary Range: £35,000 - £45,000

Reporting to: Careers Hub Lead

Overview

The Careers & Enterprise Company is an employer-led organisation that has been set up to inspire and prepare young people for the fast-changing world of work. Its role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the country.

Our mission is to prepare and inspire young people for the fast-changing world of work. We were established in 2015 to help link schools and colleges to employers. The Government's Careers Strategy published in 2017 expanded our role and the team is growing.

Our role now is to link schools and colleges to employers and help them to deliver world class careers support for all young people. We do this by:

1. **Building Networks:** we link schools and colleges to employers and other external careers providers through 40 Careers Hubs and the Enterprise Advisor Network.
2. **Supporting Careers Leaders:** we provide training and support to Careers Leaders in schools and colleges.
3. **Backing the Gatsby Benchmarks:** we support implementation of a best practice standard for careers support, the Gatsby Benchmarks, with tools and targeted funding.

We've worked with Local Enterprise Partnerships to build a national network which now links 2,000 schools and colleges to employers. We've also funded 150 programmes to provide high quality employer engagement activities to young people where they are needed most.

We're beginning to see evidence of progress in careers education in England. Employer engagement has increased by 50% among schools and colleges in our network. We've supported 540,000 young people through our investment funds. And schools and colleges are reporting steady progress against the Gatsby Benchmarks.

Young people are reporting improved career readiness, employability skills and resilience and 94% of schools and colleges would recommend our network. Ofsted have recently noted that careers advice is improving in England.

The Hubs are based on a successful model, piloted in the North East. The North East Local Enterprise Partnership piloted the Careers Hub model during 2015-17. Each Careers Hub will consist of up to 80 local schools and colleges working together with universities, training providers, employers and career professionals to improve careers education for young people in the region. All Careers Hubs will have access to support and funding that will include a 'Hub Lead' to coordinate activity and build networks.

What is the Enterprise Advisor Network?

The national network connects schools and colleges with employers and careers programme providers and supports them to work together to provide effective work experiences for young people.

The network is made up of Enterprise Coordinators, trained professionals who work with clusters of schools and colleges to build careers plans and make connections to local and national employers. Enterprise Coordinators support a group of senior business volunteers, known as Enterprise Advisers, who they match with one of the school or colleges in the network.

Enterprise Advisers use their knowledge of the local business landscape to support the headteacher or careers team to develop an effective careers plan and to create opportunities with their business contacts in the area for their school or college's students.

The purpose of the EAN is to support schools in developing an effective careers plan that addresses employer engagement as stated in the Gatsby Good Career Guidance Benchmarks.

In the Liverpool City Region, the EAN works with 37 schools and colleges to support them in achieving Gatsby Benchmarks 5 and 6 and so improving outcomes for the young people of the City Region.

What is a Careers Hub?

The Liverpool City Region Hub consists of 79 schools from across the LCR 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.

The Role

The post is based in Liverpool and may involve some travel primarily across the Liverpool City Region. Experience in working with businesses is desirable but not essential.

Role Scope

The Senior Enterprise Coordinator is crucial in The Careers and Enterprise Company's national programme and critical to achieving its aim of motivating, inspiring and supporting young people in making informed choices about their future and help them to achieve against those choices.

Working closely with the Skills Lead and the Careers Hub Lead, the Senior Enterprise Coordinator will ensure effective and broad-based governance of the programme across a range of stakeholders, leading and coordinating a team of Enterprise Coordinators and responsible for delivering the continued growth and success of the Careers Hub and Enterprise Advisor Network.

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

Key Responsibilities

- Deliver a service which meets and maintains The Careers and Enterprise Company's grant requirements and the LEP's accountability framework for the Careers Hub and EAN ensuring effective and broad-based governance.
- Lead and develop a high performing team of Enterprise Coordinators that ensures the delivery of a high-profile, successful and impactful Careers Hub/ Enterprise Advisor Network in the LEP area by engaging and supporting clusters of 20-22 schools and Enterprise Advisors.
- Optimise the performance of the local Careers Hub/EAN to set and lead a culture of excellence to ensure delivery of a service that is managed to a consistently high standard across the region and is quality assured.
- Ensure submission of timely monitoring and impact tracking returns as requested by The Careers & Enterprise Company including the monthly EAN Register and support the Skills Lead in the submission of quarterly grant claims
- Act as an ambassador for The Careers & Enterprise Company and LEP including raising the profile of the Careers Hub/EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
- Be aware of the relevant CEC targets for the Careers Hub/EAN and your schools and be proactive in securing progress towards these targets.
- Provision of ongoing support to EA's including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EA's development needs.
- Support The Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the LEP and local Careers Hub/EAN and provide feedback on them to your Regional Lead and the Investment Team.
- Build and understand the local context of careers provision and providers including National Apprenticeship Service, National Careers Service and JobCentre Plus and how these fit with the national context.
- Attend EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and Careers Hub/EAN developments.

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.
- Experience of managing people and performance
- 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 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 and many stakeholders.
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity and work in a start-up culture.