

Job Title: Careers & Enterprise Project Officer

Location: Liverpool City Region LEP

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

Salary Range: 20 - 25k

Reporting to: Careers Hub Lead

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.

Alongside 37 other LEPs around the country, the Liverpool City Region (LCR) LEP has developed an Enterprise Adviser Network (EAN), part funded by the Careers & Enterprise Company. The EAN is a national network that connects schools and colleges with employers and careers programme providers.

As a result of the Careers Strategy, published by Government in December 2017 the Careers & Enterprise Company's remit is growing to include the launch of Careers Hubs.

The Liverpool City Region has been chosen as one of 20 LEPs to pilot a Careers Hub until August 2020. Careers Hubs were set up and are funded by the Careers & Enterprise Company.

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 20 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.

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-holder will be an experienced administrator, who is organised and methodical with great attention to detail to manage relationships with the Careers and Enterprise Company within the LCR LEP Team office.

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

To provide first point of contact for communication with the Careers and Enterprise Company for both the Hub and the Enterprise Advisor Network and to support the LCR Careers Hub Lead and Senior Enterprise Coordinators.

- To work with key personnel within the Liverpool City Region LEP to ensure effective communication with the CEC and both the LCR Careers Hub Lead and the Senior Enterprise Coordinator
- To support the Hub Lead in driving improvements across all Hub Schools and the EAN against the eight Gatsby Benchmarks
- To support the Hub Lead and Senior ECs in securing significant stakeholder engagement with key partners
- To support the Hub Lead and the Senior ECs in reporting, evaluating, sharing key learning and examples of best practice and driving continuous improvements across the Hub and the wider local landscape

Key responsibilities

- To ensure centralised response and single point of contact in communications between the Liverpool LEP and the Careers and Enterprise Company
- To support the Hub Lead and the Senior Enterprise Coordinators in the collation and presentation of data pertaining to the achievements of the Hub and the EAN and progress towards targets. To liaise with other external agents in this regard as appropriate.
- To have oversight of the strategic plan for the Hub and the EAN to monitor progress towards KPI and the collation of data and reports for presentation to key stakeholders and accountable bodies.
- To work in liaising with key personnel in schools to support the schools themselves and the Hub and the EAN.
- To help track the work of the Enterprise Coordinators to ensure they are providing an effective link between business and education.
- To help track the work of the Enterprise Advisors to ensure they are providing effective support for schools.
- To support the work of the Hub and the EAN in actively engaging business, employers and wider education business link organisations to engage in the work of the Hub and the EAN.
- To support the EAs in induction training, coordinating EA network meetings and meeting training needs as appropriate.
- To support the Careers Hub in organising network meetings, training and other events as appropriate.
- To attend CEC national and local training as appropriate.

Qualifications, Skills and Competencies

- Excellent communication and interpersonal skills with the ability to engage and persuade a variety of audiences.
- Experienced in office administration is essential with strong customer service skills.
- Collaborative and good at building relationships at all levels with a wide range of stakeholders.
- Proactive with the ability to work independently, prioritising a busy workload.
- Experience of analysing data and gathering evidence to demonstrate impact.
- Ability to work flexibly in line with changing demands