



## **The Education People/Careers and Enterprise Company**

### **JOB ROLE: Enterprise Coordinator**

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<b>Service:</b>	<b>Skills and Employability/Careers and Enterprise Company</b>
<b>Salary:</b>	<b>Grade TEP10</b>
<b>Reporting to:</b>	<b>Principal Post-16 Lead – School Improvement (The Education People)</b>

#### Overview

The Careers & Enterprise Company has been set up to inspire and prepare young people for the fast-changing world of work.

It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 2400 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, or 15 schools and colleges in “Careers Hubs”. The Kent & Medway Enterprise Adviser Network is currently planning for a county wide Careers Hub.

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).

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.

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.

**Purpose of Role:**

The Enterprise Coordinator (EC) sits at the heart of the local Enterprise Adviser Network (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, the EC will ensure the EAN is embedded into the LEP'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 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

This role will be based in The Education People's School Improvement, Secondary, Special and PRU / Skills & Employability team. This team works to improve outcomes in schools and support transition into post 16 education and beyond. The EC will be an integral part of the delivery of broader team objectives.

**Please note:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## **Annex A: Main duties and responsibilities:**

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### **Establishing and developing your Network**

- Ensuring there is strong EAN governance within the LEP and growing the EAN locally by engaging and supporting a cluster of 20 schools and Enterprise Advisers (or 15 schools and colleges in a Careers Hub).
- Recruiting senior level Enterprise Advisers (EAs) from local businesses and successfully matching them to schools and colleges within the 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 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.
- Supporting meaningful employer engagement for the broader School Improvement, Secondary, Special and PRU / Skills & Employability team.

### **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 and local 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 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 EAN developments.
- Keeping up-to-date on the progress and success of the EAN and sharing this knowledge across the local and national network, the latter in the form of case studies to your Regional Lead.
- Supporting the development of countywide and district-based careers projects.

### **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.

## Annex B: Person Specification

	MINIMUM
<b>QUALIFICATIONS</b> <i>(if essential)</i>	<ul style="list-style-type: none"> <li>• A level 6 CEIAG qualification, or equivalent experience.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses.</li> <li>• Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.</li> <li>• A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Able to build relationships at all levels, both internally and with a range of external stakeholders to develop a collaborative network and shared objectives.</li> <li>• Proactive, with the ability to work independently, managing and adapting conflicting priorities and deadlines</li> <li>• Able to think and plan strategically to measure and drive performance.</li> <li>• Able to identify and mitigate risks, working collaboratively to find solutions.</li> <li>• Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment.</li> <li>• 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.</li> </ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>
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## Annex C: Company Values and Expectations

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At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.