



## Job Description

<b>Job Title:</b>	Enterprise Coordinator
<b>Service:</b>	School Improvement Secondary, Special and PRUs & Skills and Employability
<b>Reporting to:</b>	Hub Lead
<b>Term:</b>	Fixed Full time – 1 year
<b>Salary Range:</b>	TEP 10

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 200 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, or 15 schools and colleges in “Careers Hubs”.

Significant focus has been on improving links between employers and schools and colleges, to create powerful, lasting connections. Over 4000 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). More than 300 Cornerstone Employers from a range of business sectors and sizes have stepped up to support young people in Careers Hubs around the country.

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; David Baldwin, current Head Teacher of Churchill Community College and Lizzie Beale, youth board member and Charity and Community Partnerships Manager at Heathrow.

The company is led by Oli de Botton, CEO and former Founder & Head Teacher at School 21 in East London.

## Role Summary

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

Working closely with the Skills Lead/Hub Lead, the EC will ensure the EAN is embedded into the LEP/Combined Authority/Local Authority 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

### Establishing and developing your Network

- Establishing and growing the EAN/Careers Hub locally by engaging and supporting a caseload of c.20 schools and Enterprise Advisers (EAs) (or c.15 schools and colleges in a Careers Hub).
- 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 EAN with a focus on impact and destination outcomes for young people.
- Ensuring all schools and colleges are completing compass evaluations, driving Gatsby Benchmark performance and therefore all young people are benefiting from high quality careers education.
- Acting as an ambassador for The Careers & Enterprise Company including raising the profile of the EAN/Careers Hub through communication and marketing channels to engage with key local stakeholders.
- Cascading learning from The Careers & Enterprise Company by delivering CPD sessions to school and business audiences.

### Enterprise Advisers

- Leading on the recruitment of Enterprise Advisers, encouraging diversity in recruitment and tracking the representation of local sectors
- Successfully match Enterprise Advisers to schools and colleges within the EAN /Careers Hub and provide on-going support to EAs in scoping, identifying and addressing the needs of their matched school.
- Responsible for the smooth induction of Enterprise Advisers and for tracking the time to match them to a suitable school/college, with a target of no longer than 3 months
- Responsible for tracking 100% completion of all DBS checks for EAs prior to them working with a school/college and within no more than 3 months of confirming them in post
- Overview of the source of all EA referrals to support the generation of additional EAs where there are opportunities

### 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 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/CA/LA and local EAN/Careers Hub and providing feedback on them to your Regional Lead and the Education Development 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/Careers Hub 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/Careers Hub developments.
- Keeping up to date on the progress and success of the EAN/Careers Hub 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 to careers and the EAN/Hub is adopted with your Skills Lead, Hub Lead or Regional Lead.

### 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 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.
- 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 a large number of 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 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.**

## 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.