



Job Description

Job Title:	Strategic Careers Hub Lead
Service:	School Improvement Secondary, Special and PRUs & Skills and Employability
Reporting to:	Principal Post 16 Lead
Term:	Fixed Full Time – 1 year
Salary Range:	TEP 11

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!

Role Summary

Careers Hubs and the wider Enterprise Adviser Network (EAN) are the external infrastructure for delivery of The Careers & Enterprise Company’s objectives to improve careers education for 11-18 year olds. Our Network acts as a catalyst, connecting employers with schools and colleges throughout England to deliver world-class careers education.

Careers Hubs build on the tried and tested model of partnership and collaboration where the virtual Hub is the centre point of a localised careers offer, accessible to all mainstream schools and colleges across that geography. Careers Hubs lead partnerships of schools, colleges, Local Enterprise Partnerships, local authorities, local businesses and careers providers, helping young people connect closely to local skills and economic need through a tailored careers education programme.

Through joining a Careers Hub, we enable schools and colleges to receive professional guidance in how to develop their careers programme, peer to peer support and learning in what works, access to funding and coordinated activity. The Hubs are incubators for innovation, taking our national mantra of *test, learn and adapt* and applying that locally.

Nationally, we’ve created a network of Careers Hubs, bringing together the Hub leaders regularly to review progress, share good practice, collaborate and innovate. All of which is accelerating progress rapidly.

Key Responsibilities

Scope and purpose of the role

- Lead and drive sustainable system change in careers provision within the hub and as part of the national network of Careers Hubs across England by ensuring the hub is at the centre of local careers provision and policy making decisions
- Lead and drive cross sector engagement and collaboration to ensure all young people can access high quality careers and enterprise education that aligns with the Local Enterprise Partnership (LEP), Combined Authority (CA) or Local Authority (LA) economic and skills priorities, ensures improved career outcomes and achieves sustainable change in careers provision at a local and national level.
- Lead, manage and develop a team of delivery professionals and volunteers to provide high quality careers provision in accordance with the best practice outlined in Gatsby Benchmarks, the Government's Careers Strategy and the Grant Funding Agreement with the Careers and Enterprise Company.

The main responsibilities include but are not limited to:

- Create the vision, set and direct the long-term strategy for the Careers Hub with clearly defined and measurable outcomes that evidence sustained change in careers provision for all young people.
- Build and implement a Careers Hub strategic plan that harmonises local economic and skills priorities, achieves sustained change in careers provision and meets the Grant Funding Agreement.
- Lead, develop and retain a team of staff and volunteers from business, to deliver the work streams and achieve the outcomes outlined in the Careers Hub strategic plan and achieve the Grant Funding Agreement.
- Work closely with Deputy Hub Leads to ensure the team are supported to achieve results as identified in the strategic plan and Grant Funding Agreement.
- Build an accountability culture and climate where staff and stakeholders are empowered to achieve results. Embed a structured process for setting objectives, tracking progress and providing support and direction to address performance gaps.
- Establish a governance group of relevant local senior stakeholders to support and steer the direction of the Careers Hub and act as a guiding coalition to enable change.
- Engage and influence senior cross sector leaders and stakeholders to support the delivery of the strategic plan by providing inspiration, thought leadership, and driving cross sector engagement and collaboration to deliver the strategic plan.
- Implement a culture and process for continuous improvement, fostering innovation, embedding quality assurance, and driving sustainable change across the team and the wider hub community.
- Evidence impact and elevate the achievements of the Careers Hub ensuring it is established as the beacon of best practice, able to influence policy and wider practice on careers across the region and nationally.
- Establish a model to cascade the learning and scale best practice from within the Hub to schools, colleges, and delivery partners beyond the hub to drive sustainable change in career provision for all young people.
- Establish and embed robust systems and processes for contract management, financial and risk management and tracking and reporting on key deliverables. Ensure clear accountabilities, transparency and decision-making structures are in place to ensure the hub budget and Grant Funding Agreement reporting requirements are achieved.
- Collaborate with other Hub Leads to support peer to peer learning, engage with action learning sets, scale best practice and be part of the movement that is driving sustained change in careers provision at a national, regional as well as local level.

- Establish and embed a research and evaluation methodology to demonstrate the impact of the Careers Hub.

Qualifications and experience required	
Essential	Desirable

<p>Demonstrable experience and success of leading and managing a multi discipline field-based team that works with multiple stakeholders.</p> <p>Demonstrable experience of managing performance, objective setting aligned to organisation goals and proactively addressing underperformance and coaching for improvement.</p> <p>Experience of strategic/ business planning, vision and mission creation.</p> <p>A proven track record of engaging with and influencing senior, cross sector stakeholders to drive collaboration and affect change.</p> <p>A proven track record of working with and navigating ambiguity.</p> <p>A strong track record of communicating with a variety of audiences, preferably in the education and careers sector.</p> <p>Strong evidence of initiating and managing the successful delivery of projects with impact and evaluation at their core to drive sustainable change.</p> <p>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.</p> <p>A proven track record and understanding of contract management and grant funding and the fiscal and risk management associated with this.</p> <p>A track record of achieving results in a matrix management structure and achieving balance between central and local management structures.</p> <p>A demonstrable understanding of post-16 landscape including National Apprenticeship Service, UniConnect, National Careers Service and T Levels.</p>	<p>Experience of leading and managing programmes with volunteers from business.</p> <p>Experience of marketing and promotions communications and strategies to engage stakeholders.</p> <p>Shows an understanding of school culture and the challenges faced by schools in delivering careers and enterprise education.</p> <p>Up to date knowledge of the careers education sector and the wider economic, political and social drivers of business for engaging with and supporting schools, colleges and young people.</p>
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Skills and core competencies	
Essential	Desirable
Strong leadership skills, able to set, communicate and inspire stakeholders to achieve a clear vision.	Visibly demonstrates passion and commitment to affect change.
Highly effective at strategic planning/ business planning and managing performance against the outcomes within a plan.	Demonstrates personal accountability, ownership for decisions
Focussed and applies continuous improvement in all aspects of their work.	Shows creativity and innovates, able to proactively identify opportunities for growth, development, and adopts new ways of working. Thinks 'outside the box'.
Strong relationship management skills, able to engage and influence stakeholder at all levels across a range of sectors both commercial and third sector.	Compassionate, able to impact people through communication, social and relational intelligence.
Able to inspire and drive collaboration with a diverse range of stakeholders at all levels to drive results and affect change.	Inspirational and thought-provoking communicator.
Articulate and confident public speaker and excellent communicator.	
Excellent people management skills – able to set clear objectives, build accountability and empower a team to deliver on strategic outcomes.	
Motivational, able to encourage and influence others to drive results.	
Proficient contract manager, fiscally competent and able to manage and mitigate risk.	
Highly organised - Proactive and can work autonomously, well developed time management skills and applies effective priority setting strategies.	Shows character and courage at all times.
Resilient, tenacious able to remain calm under pressure to achieve goals and remain focussed.	
Able to manage ambiguity and achieve a balance between the demands of the local vs central management structures and priorities.	
Competent user of mainstream IT software, web-based technology and social media.	

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



Annex C: Company Values and Expectations

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.