



Ambitious



Trusted



Collaborative



Innovative



Effective



## Job Description

<b>Job Title</b>	Senior Enterprise Coordinator
<b>Location</b>	Local London, Ilford
<b>Reporting to</b>	Head of Policy & Programmes, Local London
<b>Direct reports</b>	Enterprise Coordinators
<b>Term</b>	Fixed-term to 31.8.21
<b>Salary</b>	£40,728 p.a.

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.

In its first eighteen months of operation it focused on improving links between employers and schools and colleges. It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 250 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, and 3500 Enterprise Advisers - business volunteers who have signed up to provide counsel to individual schools and colleges. The purpose of the Enterprise Adviser Network (EAN) is to create powerful, lasting connections between local businesses and the schools and colleges in their area.

The London Enterprise Adviser Network (LEAN) is led by Team London, the Mayor of London's volunteering team and works to improve social mobility across the capital. The Network matches senior business volunteers (EAs) with careers leaders in schools to support the school in increasing business engagement so that more young people have encounters with employer and experiences of workplaces. The EA then works with the careers leader to ensure these encounters are part of a structured programme so that our work is sustainable and addresses every cohort of students across the school.

The LEAN is delivered in partnership with delivery partners across London's sub-regions to ensure that our work is tailored to local needs. It is a key part of the delivery of the Mayor's Skills for Londoners Strategy and Careers for Londoner's Action Plan. The LEAN works closely with local authorities, sub-regional partnerships, London Councils and other key stakeholders in the careers and skills sector.

In east London, the LEAN is delivered through a partnership between the Local London sub-regional partnership and East London Business Alliance (ELBA). The two organisations established the LEAN EAST network in 2019, and it now has over 150 school, college and PRU members. LEAN EAST operates across nine boroughs in NE and SE London: Enfield, Waltham Forest, Redbridge, Newham, Barking & Dagenham, Havering, Greenwich, Bexley and Bromley.

The accountable body for the Local London sub-regional partnership is Redbridge Council, and LEAN EAST staff are employees of Redbridge Council under their terms and conditions of employment.

## Role Summary

The Senior Enterprise Coordinator (EC) is the pivotal role in The Careers & 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 achieve against those choices.

Working closely with the Regional Lead, and Network 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 success of the LEAN in East London.

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, nationally and through The Careers & Enterprise Company and by stimulating more provision where there are gaps.

## Key Responsibilities

- Lead and develop a high performing team of Enterprise Co-ordinators that ensures the delivery of a high-profile, successful and impactful Enterprise Adviser Network in the Local London area by engaging and supporting clusters of schools and Enterprise Advisers.
- Optimise the performance of the local network 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, the GLA and Local London including the monthly EAN Register and complete written quarterly reports.
- Act as an ambassador for The Careers & Enterprise Company, the GLA and Local London by raising the profile of the LEAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
- 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 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, JobCentre Plus, and local authority careers leadership 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 EAN developments.

- Manage a small caseload of schools and colleges

#### Qualifications and experience required

- Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses.
- A strong track record leading the delivery of careers & employment programmes or projects for young people with multiple stakeholders.
- Experience of managing people and driving high performance in individuals and teams
- Strong experience of senior 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 and 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 a large number of stakeholders.

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



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