



Job Description

Job Title	Enterprise Coordinator
Location	London East Careers Hub
Reporting to	Operational Hub Lead
Direct reports	None
Term	Fixed-term to 31.08.2023
Salary Range	£34,884 p.a.

Careers Hubs and the wider Enterprise Adviser Network 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 and special 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.

In London, the Greater London Authority is working with the Careers and Enterprise through four sub-regional Careers Hubs that incorporate the existing London Enterprise Adviser Networks (LEAN). Enterprise Advisers will work with clusters of Hub and LEAN schools and colleges in "Careers Hubs".

The Local London Careers Hub EAST is managed by the Local London sub-regional partnership, and our Careers Hub operates across our 8 Local London Boroughs of Enfield, Waltham Forest, Redbridge, Newham, Barking & Dagenham, Havering, Greenwich and Bexley, and also the London Borough of Bromley.

Through our LEAN, we have already built a very successful enterprise adviser network in the EAST of London, with 165 schools and colleges in the network, and 180 business volunteer Enterprise Advisers. We will build on this success with our Careers Hub, engaging more schools and colleges in the Hub and the LEAN, and working with our business community to engage them with schools.

The accountable body for Local London is the London Borough of Redbridge, and all Local London Careers Hub staff are employed by London Borough of Redbridge on their terms and conditions.

Role Summary

The Enterprise Coordinator (EC) sits at the heart of the local Careers Hub and LEAN 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 Hub Lead, the EC will ensure the Careers Hub and LEAN is embedded into the Careers Hub Strategic Plan, and make it easier for employers to engage with schools and colleges. The Plan and its priorities aligns with national skills priorities, careers priorities from the Careers and Enterprise Company, the Mayor of London's Skills and Careers Plans and Framework, and the Local London Skills Strategy. 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

Key Responsibilities

Establishing and developing your Network

- Establishing and growing the Careers Hub and LEAN locally by engaging and supporting a mixed caseload of Hub/ LEAN schools and colleges and Enterprise Advisers
- Supporting the growth of the Careers Hub, as schools' transition from the LEAN each year
- 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 Hub and LEAN with a focus on impact and destination outcomes for young people.
- Developing good working relationships with local authority careers leads to engage their support with the Hub and LEAN, integration with other local careers provision, and to raise the profile of the Careers Hub and LEAN.
- 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 and information sessions to school and business audiences, including school governors
- Working as part of the Careers Hub and LEAN team, supporting Hub Leads and other ECs in their work and taking on specific responsibilities assigned by the Operational Hub Lead
- Keeping in touch with wider Local London work, programmes and projects to build knowledge about the sub-region, and to enable cross-programme communication
- Working as part of the sub-regional integration hub to ensure access and clear pathways for all young people to careers and employment support

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
- Work with the Local London e-business programme to recruit Enterprise Advisers from small and medium businesses (SMEs) in the sub-region and engage them in delivering activities for schools and colleges

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, and building a community of practice in line with the Careers and Enterprise Company Hub roadmap
- Supporting local authority careers groups, and helping to establish new groups in areas where they do not exist to facilitate the development of a co-ordinated local careers offer
- Supporting The Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the 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, and GLA events 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.

Other requirements

- ECs are required to complete an enhanced DBS check at the start of their employment, and to undertake updated DBS checks when required.
- The ability to manage a varied working pattern. The role will require flexible, hybrid working with regular travel to schools, colleges, alternative provision and PRU settings, and special schools, as well as a combination of external meetings, virtual meetings, home working, and some office-based working. Laptops and mobile phones are provided and travel costs to/from meetings is paid.

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.

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