

Job Description

Job Title	Enterprise Coordinator
Location	London East Careers Hub
Reporting to	Operational Hub Lead
Direct reports	None
Term	Fixed Term (Subject to Funding)
Salary Range	Starting - £43,449 Pro-rotta (0.5)

National Careers Hubs 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 businesses, local authorities and careers providers to help 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 through employer engagement in modern work experience, 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, the Careers and Enterprise Company in partnership with local funders have developed 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 Company through four sub-regional Careers Hubs.

The Local London Careers Hub EAST is managed by the Local London sub-regional partnership, and our Careers Hub operates across our 9 Local London Boroughs of Enfield, Waltham Forest, Redbridge, Newham, Barking & Dagenham, Havering, Greenwich and Bexley, and the London Borough of Bromley.

We have built a very successful network in the EAST of London, with 170 business volunteer Enterprise Advisers and over 220 schools and colleges in the network. Moving forward, with effect from September 2025, we will work to drive the introduction of Modern Work Experience alongside our existing work that supports schools and colleges.

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 to help schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

Our priorities align with the local and national skills agenda, Careers and Enterprise Company's priorities, the Mayor of London's Skills and the Local London Skills Strategy. Working closely with the Hub Lead, the EC will ensure the Careers Hub is embedded into the School Careers Plan, and support in raising the quality of careers education while making 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, providing independent choice, and supporting positive outcomes for young people.

1. Building Networks
2. Supporting Careers Leaders
3. Backing the Gatsby Benchmarks and enhancing the quality of Careers Education and Information, Advice and Guidance.

Key Responsibilities

Establishing and developing your Network

- Establishing and growing the Careers Hub locally through engaging and supporting the Hub schools, colleges, and Business Volunteers.
- Building and maintaining effective relationships with senior leaders in local schools and colleges within their caseload.
- Leading and coordinating relationships between the EA, the school/college, and the wider Hub 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, integration with other local careers provision, and to raise the profile of the Careers Hub.
- Ensuring all schools and colleges are completing compass evaluations and driving Gatsby Benchmark performance to enable caseload establishments to develop high quality Careers Education.
- Acting as an ambassador for Local London Careers Hub, Careers & Enterprise Company and Mayor of London to raise the profile of the Careers Hub through communication and marketing channels that 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 and head teachers.
- Working as part of the Careers Hub, 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.

Enterprise Advisers

- Supporting 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 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 taking 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, where appropriate for EAs prior to them working with a school/college and within no more than 3 months of confirming them in the role.
- 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 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.
- Building and understanding the local context of careers provision and providers including NAS, NCS, and JCP and how these fit with the national context.
- 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 Career Hub developments.

Implementation and Impact

- Regularly reviewing progress and success of the Careers Hub and your schools and colleges. Including identifying trends, gaps, and solutions. Sharing this knowledge across the local and national network, the latter in the form of case studies to your Area Manager.
- Staying abreast of best practise examples, learning from CEC, emerging guidance and legislation, and considering the differing audiences that will benefit from the information and the methods through which to share the information.
- Analysing and understanding the impact of the network on your local economy and skills strategy and feeding information back to The Careers & Enterprise Company.

General accountabilities and responsibilities

Data protection/confidentiality

This will involve:

- Complying with the Data Protection Act 2018, including GDPR – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.
- Complying with data governance requirements, and ensuring compliance with legislation, funder requirements including GLA, CEC and Redbridge council information governance policies and practices

- Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.
- Maintaining client records and archive systems in accordance with council procedure, policy, funder, and statutory requirements.

Conduct and Whistleblowing

This will involve:

Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty, and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.

Safer Working

This will involve:

Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. The Council will require a DBS Disclosure check and references will be taken up prior to interview.

Equalities

This will involve:

Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with, and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.

Health and Safety

This will involve:

Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team

This will involve:

- Taking responsibility for continuing self-development and participating in training and development activities.
- Participating in the ongoing development, implementation and monitoring of Local London strategies and plans.
- Supporting and contributing to value for money, service efficiencies and improvements.

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 many 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.

