

Job Title	Range ¹	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Enterprise Co-ordinator	Range 5	<p>Engage and support around 25 schools and Enterprise Advisers (EAs), building and maintaining relationships with senior leaders in schools and colleges. Coordinate relationships between EAs, schools/colleges, and the Careers Hub.</p> <p>Focus on impact and destination outcomes for young people. Ensure schools and colleges complete compass evaluations and drive Gatsby Benchmark performance. Act as an ambassador for The Careers & Enterprise Company, raising the profile of the Careers Hub. Deliver CPD sessions to school and business audiences.</p> <p>Lead recruitment of EAs, ensuring diversity and tracking sector representation. Match EAs to schools/colleges and provide ongoing support and ensure the smooth induction of EAs and track matching time (target: within 3 months).</p> <p>Track 100% completion of DBS checks for EAs before they work with schools/colleges. Monitor EA referrals to support additional recruitment.</p> <p>Support EAs and Careers Leaders with induction, training, and network meetings. Organise and attend regular EA/CL meetings to address school priorities. Recognise and highlight best practices within the network. Support grant recipients in coordinating delivery with local entities and provide feedback.</p> <p>Understand local careers provision and how it fits with the national context. Contribute to monitoring and impact</p>	<p>Requirements at this level:</p> <p>Qualifications</p> <ul style="list-style-type: none"> A minimum of 2 A Levels or equivalent Level 3 qualification <p>Knowledge</p> <ul style="list-style-type: none"> A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise, and the current careers education landscape. A demonstrable understanding of the corporate social responsibility landscape. Knowledge of a range of digital and IT and social media platforms to improve and raise awareness of the direct impact of the Careers Hubs work. <p>Experience</p> <ul style="list-style-type: none"> Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses. A strong track record of stakeholder engagement and 	<p>Requirements at this level in addition to level 5A:</p> <p>Qualifications</p> <ul style="list-style-type: none"> Qualification in working with young people. Participates in many training and development opportunities with the CECs ongoing training and development requirements and performance appraisals with Medway Council. <p>Knowledge</p> <ul style="list-style-type: none"> An understanding of careers policies, strategies, programmes, and the Gatsby Benchmarks and how to implement them within a school/college setting. 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 the National Apprenticeship Service, Uni Connect, National Careers Service and T Levels. An understanding of the role employers can play in educational outreach and the impact this can have on career programme outcomes. <p>Experience</p> <ul style="list-style-type: none"> Experience in event management and networking. Experience of working with businesses and employers who are looking to fulfil their Corporate Social Responsibility (CSR) and grow. 	<p>Requirements at this level in addition to level 5A and 5B:</p> <p>Qualifications</p> <ul style="list-style-type: none"> Working towards a level 4 Project Management qualification and/or relevant experience. <p>Knowledge</p> <ul style="list-style-type: none"> An understanding of Ofsted inspections and how CEIAG can contribute to successful outcomes under the key five areas. A high level of knowledge of the skills and employability landscape to be able to attend skills working groups and Boards to represent the team. <p>Experience</p> <ul style="list-style-type: none"> Achieved a high functioning network with stakeholders from the skills and employability sector. A track record of driving successful projects and delivering outcomes.

		<p>tracking of the Careers Hub. Attend training events and meetings to stay updated on developments. Share progress and success stories across local and national networks.</p> <p>Regularly review the network to keep members engaged and proactive through communications, training, and support. Stay updated on best practices, emerging guidance, and legislation, and tailor information for different audiences. Track the progress of schools/colleges using various tools, identifying trends, gaps, and solutions.</p> <p>Analyse and understand the network's impact on the local economy and skills strategy, and report back to The Careers & Enterprise Company. Recognise and monitor risks within the network, ensuring a strategic approach to careers and the Careers Hub with your Skills Lead, Hub Lead, or Southeast Lead.</p>	<p>management and of communicating with a variety of audiences, preferably in the education and careers sector.</p> <ul style="list-style-type: none"> • Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders. • Experienced in using data to produce action plans and strategies aimed at improving outcomes. <p>Skills</p> <ul style="list-style-type: none"> • Full driving licence valid for use in the UK and access to own transport for work purposes • 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 many stakeholders, and adapting conflicting priorities and deadlines. • Adaptable and resilient with the ability to deal with ambiguity and work in a changing environment • Analytical skills • MS Office skills 	<ul style="list-style-type: none"> • Good experience of working with stakeholders to maximise business support. <p>Skills</p> <ul style="list-style-type: none"> • Demonstrable ability to supervise, co-ordinate or train other employees where required. • Ability to develop long and short-term strategies which align to the wider service plan. • Ability to develop objective resource plans to meet the needs of the service, setting realistic budgets and developing ways of using information. • Risk management skills • Able to strategically support and encourage use of action plans with schools/colleges to improve short term and long-term outcomes. • Able to think and plan strategically to measure and drive performance. 	<ul style="list-style-type: none"> • A high level of experience of the skills landscape and attended skills working groups and Boards. • Vast experience in designing and leading on projects aligned to the Skills Plan and skills agenda. • Good line management or volunteer experience with evidence of effective leadership, ability to monitor performance and adapt to changing circumstances. <p>Skills</p> <ul style="list-style-type: none"> • Anchors decisions and drives improvements. • Considers service impact and holds themselves accountable. • Influencing skills with ability to clearly share your message, being trustworthy, using logical arguments, understanding your audience, speaking confidently, and listening actively
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