



## Job Profile

<b>Job Title</b>	Enterprise Coordinator (Part Time 0.5 FTE)
<b>Location</b>	Medway
<b>Reporting to</b>	Skills & Employment Project Manager
<b>Direct Reports</b>	N/A
<b>Salary</b>	Range 5A (£39053.00 Pro Rata)
<b>Term</b>	Fixed

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!

### Local Summary

Working within Medway Council's Skills, Employment & Adult Education service to deliver the Kent & Medway Careers Hub in Medway.

### Key Responsibilities

The Careers & Enterprise Company (CEC) is the national body for careers education in England, delivering support to education institutions to deliver modern, 21st century careers education. Careers Hubs bring together education institutions, employers, and apprenticeship providers in a local area. The goal is to work together and help education institutions improve how they prepare young people for their best next steps.

#### Strategy

1. To deliver as much **impact** as possible to support young people to take their next best step
2. To deliver a universal service, but one that targets **inclusion** and removing barriers for young people
3. To build a system where high impact careers education can continue long into the future

#### Scope and Purpose of the role

The Enterprise Coordinator (EC) sits at the heart of the local Network to help education institutions improve their careers and enterprise programmes and to engage with the world of work.

#### The main responsibilities include but are not limited to:

**Establishing and developing your Network**

- Establishing and growing the Network locally by engaging and supporting a caseload of education institutions. Ensure all institutions are matched with an Enterprise Adviser (EA)
- Building and maintaining effective relationships with senior leaders in local education institutions within the caseload.
- Leading and coordinating relationships between the EA, the education institutions and the wider Network with a focus on impact, successful transition and destination outcomes for young people.
- Ensuring all education institutions are self-assessing their careers programme using CEC digital tools, driving Gatsby Benchmark performance and that all young people are receiving help from high quality careers education.
- Acting as an ambassador for The Careers & Enterprise Company (CEC) including raising the profile of the Network through communication and marketing channels to engage with key local stakeholders.
- Sharing learning from The CEC by delivering CPD sessions to education and business audiences.
- Supporting education institutions to ready the system for Modern Work Experience.

#### **Enterprise Advisers**

- Supporting with the recruitment of Enterprise Advisers, encouraging equality, diversity & inclusion in the recruitment process. Implement measures for tracking the representation of local growth sectors within the EA community.
- Successfully match Enterprise Advisers to education institutions within the Network and provide on-going support to EAs in scoping, identifying, and addressing the needs of their matched education institution.
- Responsible for the induction and on-going training / continuous professional development of Enterprise Advisers.
- Responsible for tracking and completion of all DBS checks for EAs prior to them working with an education institution.
- Create a community of practice where EAs are supported, developed, and provided with opportunity to network and share their experience.

#### **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 CLs development needs.
- Organise and attend education institution meetings that are strategically focused to ensure progress is being made across all benchmarks and all priorities addressed.
- Building and understanding the local context of careers provision and providers including National Apprenticeship Service, National Careers Service, and Job Centre Plus.
- As per The CEC reporting cycle, contribute to the monitoring and impact tracking of the Network.
- Attending The CEC national and local training events and meetings.

#### **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 practice examples, emerging guidance and legislation
- Track the progress of your education institutions (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 CEC.

#### **Qualifications and experience required**

- Demonstrable experience of engaging and building relationships with leaders from education institutions and businesses.
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.
- A strong background in stakeholder engagement and relationship management. Communicating with a variety of audiences, preferably in the education and/or careers sector.
- A demonstrable understanding the culture and the challenges faced by education institutions 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 and maintaining 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 to improve and raise awareness of the direct impact of the network.

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