

Job Description

The Greater London Authority's Careers Hub programmes are part funded by the Careers and Enterprise Company and the Greater London Authority.

Job Title:	Enterprise Coordinator
Group:	Employability and Careers
Dept/Project/Service:	West London Careers Hub
Reports to:	Operational Hub Lead
Usual office base:	Area Based
Grade:	Careers Grade 3

Job Purpose:

The Enterprise Coordinator (EC) sits at the heart of the local Enterprise Adviser Network (EAN) in order to help schools and colleges improve their careers and enterprise activities and to engage with the world of work. Working closely with the Operational Lead the EC will ensure the EAN is embedded into the LEP's skills strategy and make 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, supporting independent choice, and supporting positive outcomes for young people.

1. Building Networks
2. Supporting Careers Leaders
3. Backing the Gatsby Benchmarks

Job Objectives:

Establishing and developing your Network

1. Ensuring there is strong EAN governance within the LEP and growing the EAN locally by engaging and supporting a cluster of schools/colleges and Enterprise Advisers.
2. Recruiting senior level Enterprise Advisers (EAs) from local businesses and successfully matching them to schools and colleges within the EAN.

3. Building and maintaining effective relationships with senior leaders in local schools and colleges within the cluster. Ensuring the impact the EA, The Careers and Enterprise Company and local network can have on their school improvement planning and careers strategy is understood and the development needs of each school are identified.
4. Supporting EAs in scoping, identifying and addressing the needs of their matched school.
5. Acting as an ambassador for The Careers & Enterprise Company including raising the profile of the EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
6. Cascading learning from The Careers & Enterprise Company by delivering CPD sessions to school and business audiences.

Building Careers and Enterprise Plans

1. Supporting EAs and Careers Leaders (CL) including induction training, coordinating network meetings and identifying and delivering ongoing training to meet individual EAs' and CL's development needs.
2. Organise and attend regular EA/CL meetings to ensure progress is being made across all benchmarks and school priorities addressed.
3. Establishing methods of recognising and highlighting best practise to ensure the network is accessing and delivering the most impactful activities.
4. Supporting The Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the LEP and local EAN and providing feedback on them to your Regional Lead and the Investment Team.
5. Building and understanding the local context of careers provision and providers including National Apprenticeship Service, National Careers Service and Job Centre Plus and how these fit with the national context.
6. As per The Careers & Enterprise Company reporting cycle, contribute to the monitoring and impact tracking of the EAN by submitting the EAN register.
7. Attending The Careers & Enterprise Company EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and EAN developments.
8. Keeping up-to-date on the progress and success of the EAN 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

1. Regularly reviewing the network to ensure the members (at all levels) remain engaged and proactive, via communications, training and support.
2. Staying abreast of best practise examples, emerging guidance and legislation and considering the differing audiences you will need to cascade this information to.
3. Track the progress of your schools/colleges (using a variety of tools and resources), identifying trends, gaps and solutions.
4. Analysing and understanding the impact of the network on your local economy and skills strategy and feeding information back to The Careers & Enterprise Company.
5. Recognising and monitoring risks within the network and ensuring a strategic approach is adopted with your SEC, Hub Lead or Regional Lead.

Scope:

The post holder will be expected to liaise and maintain effective working relationships with a range of other agencies, businesses and employers. The post may involve working in more than one location and there will be travel involved. It may be necessary on occasion for the post holder to work outside of standard office hours.

Person Specification:

Knowledge

Essential:

- » 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.

Skills

Essential:

- » 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.
- » Able to build relationships at all levels, both internally and with a range of external stakeholders to develop a collaborative network and shared objectives.
- » Proactive, with the ability to work independently, managing and adapting conflicting priorities and deadlines
- » Able to think and plan strategically to measure and drive performance.
- » Able to identify and mitigate risks, working collaboratively to find solutions.
- » 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.

Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.