

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Enterprise Coordinator
<b>MANAGED BY:</b>	Operational Hub Lead
<b>GRADE:</b>	Grade 8

### BACKGROUND

The West of England Combined Authority is seeking to appoint an Enterprise Coordinator join the Careers Hub team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Reporting into the Operational Hub Lead, the Enterprise Coordinator (EC) will support schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

Within the Careers & Enterprise Company's national Careers Hub & Enterprise Adviser Network, the Enterprise Coordinator is the pivotal role supporting schools to motivate, inspire and enable their young people to make informed choices about their future and help them achieve against those choices.

- Support the engagement of schools, colleges & employers across the area to

participate in the Careers Hub and Enterprise Adviser Network; helping them to improve their careers and enterprise activities in line with the Gatsby Benchmarks and increase their engagement with the world of work.

- Work with volunteer employers, in their role of Enterprise Advisers, to help schools to develop & embed an effective careers and enterprise plan including identification of gaps & the development of solutions.
- To support schools/colleges in developing & embedding careers programmes and monitoring progress against the Gatsby Benchmarks and other evaluation tools.
- To act as a key link to other careers and employability provision and help stimulate more provision through regular contact with senior people across a wide range of partners including local authorities, LEPs, ESBs, business representatives, wider stakeholders
- To work across partners promoting & facilitating opportunities for joined up working, ensuring the best use of local resources contributing to the CEIAG agenda.

## KEY RESPONSIBILITIES

- Build and maintain effective relationships with a caseload of schools in the West of England to understand their needs & ensure the Careers Hub & Enterprise Adviser programme has impact and addresses those needs.
- Understand the business and provider offers for schools and colleges in the area and make this knowledge available to Enterprise Advisers and schools and colleges
- Stimulate even more activity relevant to these settings / young people from local employers and the self-employed by engaging effectively and tenaciously with local employers and employer groups (e.g., Chambers, business councils, FSB)
- Engage with school SLT, Governors and staff in reviewing/preparing their careers and enterprise plan to enable them to identify where the gaps are and meet the Gatsby criteria. Use Careers & Enterprise toolkit resources including Compass and Tracker, working with the Enterprise Adviser and other contacts to make the best use of the opportunities available locally & nationally
- Ensure all schools and colleges in your caseload are completing compass evaluations, driving Gatsby Benchmark performance and therefore all young people are benefiting from high quality careers education.
- Support the implementation of new events, activities and resources to 'test and learn'; share best practice and case study examples with The Careers & Enterprise Company
- Rigorously track impact on the performance of the programme and report progress to the West of England Combined Authority Skills Advisory Board & The Careers & Enterprise Company.
- Set a culture of excellence and act as 'Single Point of Contact (SPOC) - to promote and share leading practice across a cluster of settings
- Monitor quality of provision across the cluster, including the relationship between Enterprise Adviser & school and closely review whether the activities being provided are meeting the needs of young people, schools and local economic needs and if not, identify ways to improve that activity.

- Attend The Careers & Enterprise Company EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and EAN/Careers Hub developments.
- Raise the profile of the programme locally through all available channels e.g. through interaction with local press and partners
- Collect and monitor a set of metrics to ensure the EA Network is making progress, has impact and measures the outcomes for young people, and successfully engages with employers.
- Provide PR for all activity and delivery, including press releases and social media, and support the preparation of case studies from schools to share with stakeholders, the Combined Authority, other organisations and the Careers and Enterprise Company

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience
- Understanding of approaches to employer engagement / support activity for young people
- Significant knowledge and understanding of careers, education, information, advice and guidance and the eight Gatsby Benchmarks
- A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise.
- Up to date knowledge of the 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.

#### Experience

- Experience of engaging and building relationships with education and business.
- Experience of business engagement, volunteer recruitment and management
- Credible across business and school/college environments and experience of working with Senior managers
- Experience of tracking performance and providing regular progress reports to a variety of audiences in a variety of formats
- A strong track record of stakeholder engagement and of communicating with a variety of audiences, preferably in the education and careers sector
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders

#### Skills and Competencies

- Excellent Communication and interpersonal skills, with the ability to engage

and persuade a variety of audiences

- Collaborative and good at building relationships at all levels, with a wide range of external stakeholders, and within the Careers & Enterprise Company and West of England Combined Authority
- Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders
- Ability to analyse data and gather evidence to demonstrate impact
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity. Able to work flexibly in line with changing demands.
- Resourceful by applying expertise, solve problems and make improvements to deliver good customer outcomes

## DESIRABLE

### *Qualifications and Knowledge*

- Experience of SEND and mental health issues and experience of working with Special Schools, Area Resource Bases, Alternative Provision settings in this context.
- Car owner and full current driving licence.

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has

contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

#### WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.



The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.