

**AMBITIOUS**
**CREATIVE**
**COLLABORATIVE**
**SUPPORTIVE**

### JOB DESCRIPTION

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

### BACKGROUND

#### **Working at the West of England Combined Authority**

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. A West of England Mayor was elected, and significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. We're working with our regional partners and with Government to protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining West of England Combined Authority, you will be helping us with this important work.

West of England Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

West of England Combined Authority is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

## PURPOSE OF THE JOB

Within the Careers & Enterprise Company's national Careers Hub & Enterprise Adviser Network, the Enterprise Coordinator is the pivotal role supporting schools in motivating, inspiring and supporting 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

### Key Responsibilities

- Build effective relationships with 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 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

- 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.
- Optimise the performance of a school cluster
- Set a culture of excellence and act as ' Single Point of Contact (SPOC) - to promote and share leading practice across the 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;
- 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, West of England 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
- 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.

#### 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 WECA
- 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

Car owner and full current driving licence.

## REWARDS AND BENEFITS

West of England Combined Authority staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.