



Role Profile

Job Title: Employment & Skills Officer (Employability)	Role Profile Number: EO011
Grade: Q	Date Prepared: June 2017
Directorate/Group: Children's Services: Education/Inclusion and Achievement	Reporting to: Swindon and Wiltshire Careers Hub Lead

Overview and Job Purpose

This role will carry out the planning and implementation of key actions, strategies and processes across employment & skills linked to Swindon Borough Council's Pledge 4: *"equip all our young people with the education and skills they need, through additional and enhanced skills and higher education opportunities."* Further details reflect the Inclusion and Achievement team's Post 16 Position Statement and Improvement Plan and the Swindon and Wiltshire Careers Hub's strategy.

This role is focused on working with secondary schools/colleges and with businesses to ensure that every young people receives high quality, 21st Century careers education and are helped to find their best next step. This includes being well prepared for the modern world of work, have the employability skills needed by employers and understand the benefits and opportunities that Apprenticeship routes present.

The post will carry out all the key duties of the Enterprise Co-coordinator as defined by the Careers Enterprise Company, fulfil the role of Skills and Employment link officer for all business facing activity and play a key role in activities and events to improve the aspirations of young people and to ensure successful transitions Post 16 and 18.

The Careers & Enterprise Company is an employer-led organisation that has been set up to inspire and prepare young people for the fast-changing world of work. The Enterprise Coordinator (EC) will sit at the heart of a local cluster system in order to help schools and colleges improve their careers and enterprise activities and to engage with the world of work. Through establishing and developing 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.

Key Accountabilities

Managing and developing a local network

- Managing and growing the network locally by engaging and supporting a caseload of c.20 schools and colleges. Ensure all institutions are matched with an Enterprise Adviser (EA).
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the caseload.
- Leading and coordinating relationships between the EA, the school/college and the wider Network with a focus on impact, successful transition and destination outcomes for young people.
- Ensuring all schools and colleges 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.

Enterprise Advisers

- Working directly with the Employer Engagement Enterprise Coordinator and leading on 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 schools and colleges within the network and provide on-going support to EAs in scoping, identifying, and addressing the needs of their matched school or college.
- Ensuring induction and on-going training / continuous professional development of Enterprise Advisers is in place.
- Ensuring tracking and completion of all DBS checks for EAs prior to them working with a school/college.
- Supporting the development of 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 regular school/college meetings that are outcome 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 schools/colleges (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.

Supplementary Accountabilities

- Work with the SBC Inclusion and Achievement team to ensure a joined-up approach, build on relevant existing work and minimise duplication.
- Participate in safeguarding, equality and diversity training, information briefings and events as and when required as part of continuous professional development.
- Promote equality, diversity and inclusion best practice in all areas of work.
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.

Qualifications and experience

- 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 background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or 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.
- 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 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.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • The role will recruit and manage a core of around 20 volunteer employer Enterprise Advisers (EAs) 	<p>Budget Holder</p> <p>Responsibility:</p> <p>Asset Responsibility:</p>	<p>No</p> <p>The job role will have operational accountability for the measureable outputs of the project</p> <p>None</p>
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The role will report to the line manager in the Swindon and Wiltshire Careers Hub. Involving both schools and employers the work spans the Inclusion and Achievement teams where contacts will be made to ensure the project outputs are achieved, existing good practice is built upon and future sustainability is secured.

Other Key Features of the role

- The ability to drive across the Borough and to other sites in the local area, for visits and meeting is essential.
- The post requires occasional attendance at meetings taking place outside of usual, 9 to 5, office hours.
- The role currently involves hybrid working between an office based environment and from a home as business needs require.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	