

Job Title: Senior Enterprise Coordinator	Role Profile Number: PCDH40
Hours: 37	Date Prepared: May 2020
Grade: R	
Directorate/Group: Children's Services: Skills, Employment and Lifelong Learning	Reporting to: Careers Hub Manager
Structure Chart attached:	Yes

Reporting Structure - Head of Skills, Employment and Lifelong Learning
Organisation chart is on the final page

Role Overview

The Senior Enterprise Coordinator (SEC) is a pivotal role in The Careers & Enterprise Company's national programme and critical to achieving its aim of motivating, inspiring and supporting young people in making informed choices about their future and help them achieve against those choices. Reporting to and working closely with the Careers Hub Lead, the Senior Enterprise Coordinator will ensure effective and broad-based governance of the programme across a range of stakeholders, working with a team of Enterprise Coordinators, based across Swindon and Wiltshire to ensure the ongoing success of the Enterprise Adviser Network (EAN) and Careers Hub. They will also take a lead in increasing the reach of and developing/promoting the SEND Careers provision across the area.

They will support the Careers Hub Lead directly in operational tasks linked to the work of the Careers Hub team with all schools and colleges to drive improvement in Careers Education and Guidance outcomes as defined by the 8 Gatsby Benchmarks. Acting as a core link to existing provision, to new initiatives emerging locally, regionally, nationally and through The Careers & Enterprise Company and by stimulating more provision where there are gaps.

The post will encourage the engagement of key stakeholders including schools, colleges, employers, Universities and training providers and ensure that they have a shared vision for the Careers Hub and that delivery offers, expectations and milestones made available improve the outcomes for all young people.

The post will work across the SWLEP area, under the direction of the Careers Hub Lead and the SWLEP Careers Hub Steering Group governance.

The post-holder will work with the Careers Hub team to ensure that the best local careers and enterprise provision is made available to schools/colleges in the area by acting as a core link, under the direction of the Careers Hub Lead to existing provision, to new initiatives emerging locally, regionally, nationally and through The Careers & Enterprise Company and by stimulating more provision where there are gaps.

A key part of the Careers Hub pilot is testing and evaluating whether being part of a Careers Hub helps schools and colleges to meet the Gatsby Benchmarks and ultimately improving a range of outcomes for the young people in the local area and reducing the number of NEETS in the area.

Specific duties and responsibilities

Delivering a service which meets and maintains The Careers and Enterprise Company's grant requirements and the Careers Hub Governance structure and terms of reference.

Supporting the Careers Hub Lead to develop a high performing team of Enterprise Coordinators that ensures the delivery of a high-profile, successful and impactful Enterprise Adviser Network and Careers Hub.

Engaging and supporting clusters of approx. 10-12 schools and Enterprise Advisers (EA). The caseload of the Senior EC will include a range of SEND schools and provisions across the county and they will take a lead in developing SEND Careers provision across the region.

Optimise the performance of the local EAN and Careers Hub to set and lead a culture of excellence to ensure delivery of a service that is managed to a consistently high standard across the region and is quality assured.

Ensure preparation and submission of timely monitoring and impact tracking returns are made via the Careers Hub Lead to The Careers & Enterprise Company including the monthly EAN Register and support the submission of quarterly grant claims as required.

Act as an ambassador for The Careers & Enterprise Company and the Swindon and Wiltshire Enterprise Adviser Network and Careers Hub including raising the profile of the project through utilising existing communication and marketing channels in order to engage with key local stakeholders

Provision of ongoing support to EA's including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EA's development needs.

Build and understand the local context of careers provision and providers including National Apprenticeship Service, National Careers Service and JobCentre Plus and how these fit with the national context with a particular focus on SEND provision.

Attend EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and EAN developments

Deputise for the Careers Hub Lead in tasks and at meetings/events as required.

Specific requirements for this post:

You will be required to work extensively across Swindon and Wiltshire with the expectations of working from Wiltshire Council and Swindon Borough Council premises and attend meetings and events outside of core hours.

Qualifications and experience required

Degree or equivalent level qualification or substantial relevant experience.

Demonstrable experience of engaging and building relationships with leaders from schools, SEND provision, colleges and businesses.

Demonstrable experience in leading, planning and project management with multiple stakeholders.

Ability to multi-task, respond flexibly to needs of business and partners, and self-organise work and that of the team effectively.

Experience of managing people and performance.

Experience of preparing data and analysing, reporting and managing data reports.

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 experience of working in or with SEND provision and an ability to demonstrate an understanding of SEND school culture and the challenges faced by SEND 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 including those from SEND provisions.

Desirable to hold a careers qualification or have experience of working in this sector.

Skills and core competencies

Excellent communication and interpersonal skills, with the ability to persuade 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 and a large number of stakeholders.

Motivational team working skills, to inspire and align the efforts of team members in pursuit of EAN and Careers Hub objectives and targets.

Able to prepare, interpret, analyse and explain complex numeric data and information, selecting key facts,

spotting trends and producing meaningful reports.

Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity and work in a start-up culture.

An understanding of the aims and vision of the SWLEP, along with those of Wiltshire Council and Swindon Borough Council.

Ability to work independently and as part of a team.

Commitment to diversity and equality of opportunity.

Careers Hub Context

In September 2018, the Swindon and Wiltshire Careers Hub was one of 20 nationally awarded by the Careers and Enterprise Company to pilot an effective network of stakeholders (schools, colleges, employers, training providers, universities) to deliver effective Careers Education that inspires and prepares young people for the fast-changing world of work. In September 2019 the Careers Hub will undertake Wave 2 of this pilot which will engage, up to, 16 further institutions across the region and it is hoped that the remaining 7 institutions in the area will join the project in September 2020.

The Careers Hub aims to:

Build capacity within and between the Hub institutions to deliver consistent, comprehensive and high-quality career education and guidance for all students, supporting and challenging these institutions to meet the eight Gatsby Benchmarks of Good Careers Guidance.

Support Hub institutions and encourage non-hub institutions to adopt, implement and achieve the Gatsby Benchmarks.

Ensure effective use of Compass+ to monitor progress.

Identify the common problems and barriers to the implementation of the Gatsby Benchmarks and identify solutions and opportunities to overcome these issues.

Create a sustainable and replicable approach to the implementation of the Good Career Guidance Benchmarks that can be applied at scale.

Actively engage business, employers and wider education business link organisations to enable young people (in Hub institutions and beyond) to explore career opportunities and expand their networks through a wide range of encounters and experiences.

Ensure that every institution is matched to an Enterprise Adviser who is empowered to support the school to develop meaningful employer encounters

The following is core to the development of the Careers Hub:

Building local networks: They are building a national network in collaboration with Local Enterprise Partnerships that connects schools and colleges to employers across the country.

Finding out what works: Their research draws together what is known about the best ways to prepare young people for the world of work.

Backing proven ideas: Their investment funds help the best ideas spread quickly. They use these programmes to develop best practice and leverage additional investment into the system, with over £15million in external funding secured to date.

Supporting careers and enterprise with technology: They are developing a digital infrastructure to support young people into the world of work and to help schools and colleges to optimise their careers and enterprise provision.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Employee	
Signature:	Date:
Employer:	
Signature:	Date:

