



CLEP  
CUMBRIA  
LOCAL  
ENTERPRISE  
PARTNERSHIP

THE CAREERS &  
ENTERPRISE  
COMPANY

## Enterprise Coordinator Application Details



Lego Challenge in Schools



Ulverston

### Work experience day

Hiya miss I just i would say thank you for arranging this virtual work experience insight day, I have found it extremely useful and have found out a lot more things about the visitor economy. Thank you for giving us the opportunity to talk to new business outside of school.  
Many thanks. [REDACTED]

Feedback from A Virtual Work Experience event



Meet some of our Enterprise Advisors

“To help every young person find their best next step”

Closing date: 5pm 6 October 2021  
Interview date: 12 or 13 October 2021

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## The Role

The Enterprise Coordinator (EC) sits at the heart of the Careers Hub helping schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

To provide the best support to schools and colleges the hub supports 4 clusters of schools and colleges: North, West, South and Furness and you will provide support to these clusters.

Your role will be to support and provide guidance to Careers Leaders to help them achieve the Gatsby Benchmarks alongside making sure the school gets the best support from their volunteer Enterprise Advisor.

We see the role being a combination of working from home, the office in Penrith and face to face meetings with your schools and Enterprise Advisors.

We have a full and part-time role available. Please state in your cover letter if you are looking for full-time or .5

## Cumbria Careers Hub

The Cumbria Careers Hub plays a central role in helping us to deliver on this ambition, bringing together an innovative partnership of schools, Colleges and employers to develop world class careers education for young people across Cumbria. We are a small team, a Hub Lead and 4 Education and Business Careers Co-ordinators (EC in short) including you.

The Hub is supported by the Careers and Enterprise Company (CEC), which provides a wide range of support and expertise to enable the Careers Hub to drive innovation across the partnership. This partnership approach across the Hub has resulted in significant innovation and strong performance, with the Cumbria Careers Hub being regarded as one of the best performing in the country. However, we remain ambitious and now is the time for the Careers Hub to go even further in supporting our young people to make the right choice in the most challenging of times.

## The Careers & Enterprise Company

Set up to inspire and prepare young people for the fast-changing world of work.

It has established a network of coordination across England in partnership with Local Enterprise Partnerships, with over 200 full time ECs now

working with clusters of c. 15 schools and colleges in "Careers Hubs".

Significant focus has been on improving links between employers and schools and colleges, to create powerful, lasting connections. Over 4000 Enterprise Advisers - business volunteers who have signed up to provide strategic support to individual schools and colleges – are now part of the Enterprise Adviser Network (EAN). More than 300 Cornerstone Employers from a range of business sectors and sizes have stepped up to support young people in Careers Hubs around the country.

The company is led by Oli de Botton, CEO and former Founder & Head Teacher at School 21 in East London.

## Cumbria LEP

Aiming to create one of the fastest growing economies in the UK, Cumbria Local Enterprise Partnership (LEP) is providing a strategic lead on all activities contributing to the county's economic growth.

Working with our partners, we are investing over £60 million in the Cumbrian economy to stimulate economic growth.

We work to build a strong economy by tackling barriers to sustainable growth and supporting job creation for the future prosperity of communities across Cumbria.

Cumbria LEP is also working with businesses and the public and voluntary and community sectors to develop 'Restart, Reboot, Rethink – A Plan for Cumbria's Economic Recovery', an ambitious strategy to ensure that Cumbria recovers from the economic impacts of COVID-19. However, Restart, Reboot, Rethink is about more than just recovering it is about creating a stronger, more resilient economy, which provides opportunity for all. People are therefore at the heart of this, particularly our young people, who are critically important to our economic future. We want all of our young people to have the best career opportunities and to be equipped to secure these – that's where the Careers Hub comes in.



Ambitious



Trusted



Collaborative



Innovative



Effective

## Job Description

<b>Job Title</b>	Enterprise Coordinator
<b>Location</b>	Cumbria
<b>Reporting to</b>	Hub Lead
<b>Term</b>	Fixed Term to 31 <sup>st</sup> August 2022 with potential to extend by up to 3 years
<b>Salary</b>	£30,000
<b>Annual Leave</b>	25 days holiday + BH
<b>Pension</b>	Contributory pension with up to 10% employer contribution.

### Role Summary

Working closely with the Hub Lead, the EC will ensure the Careers Hub community of practice is embedded into the LEP 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

### Key Responsibilities

#### Establishing and developing your Network

- Establishing and growing the Careers Hub locally by engaging and supporting a caseload of c.15 schools and colleges in the Careers Hub.
- 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 Careers Hub with a focus on impact and destination outcomes for young people.
- Ensuring all schools and colleges are completing compass evaluations, driving Gatsby Benchmark performance and therefore all young people are benefiting from high quality careers education.
- Acting as an ambassador for Cumbria LEP and The Careers & Enterprise Company including raising the profile of the Careers Hub through communication and marketing channels to engage with key local stakeholders.
- Cascading learning from The Careers & Enterprise Company by delivering CPD sessions to school and business audiences.

#### Enterprise Advisers

- Lead on the recruitment of Enterprise Advisers, encouraging diversity in recruitment and tracking the representation of local sectors
- Successfully match Enterprise Advisers to schools and colleges within the Careers Hub and provide on-going support to EAs in scoping, identifying and addressing the needs of their matched school.
- Responsible for the smooth induction of Enterprise Advisers and for tracking the time to match them to a suitable school/college, with a target of no longer than 3 months

- Responsible for tracking 100% completion of all DBS checks for EAs prior to them working with a school/college and within no more than 3 months of confirming them in post
- Overview of the source of all EA referrals to support the generation of additional EAs where there are opportunities

### **Building Careers and Enterprise Networks – working nationally, tailoring locally.**

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

- Regularly reviewing the network to ensure the members (at all levels) remain engaged and proactive, via communications, training and support.
- Staying abreast of best practise examples, emerging guidance and legislation and considering the differing audiences you will need to cascade this information to.
- 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 The Careers & Enterprise Company.
- Recognising and monitoring risks within the network and ensuring a strategic approach to careers and the Hub is adopted with your Skills Lead, Hub Lead or Regional Lead.

### Qualifications and experience required

- Demonstrable experience of engaging and building relationships with leaders from schools, colleges and/or 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.
- An 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 a large number of 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 in order to improve and raise awareness of the direct impact of the network.

Job descriptions do not form part of the contract of employment and are subject to change.

### Equality Statement

CLEP is committed to representing the communities that we serve and creating a diverse and inclusive workforce, which allows people to succeed on merit. CLEP aims to go beyond compliance with equality legislation. It aspires to be a champion of best practice in all aspects of equality, diversity and inclusion, and seeks to create an inclusive working where all are equally valued. We therefore welcome all candidates regardless of their sex or gender reassignment; marital status (including civil partnership); sexual orientation; race, language, ethnic or national origins and nationality (including citizenship); religious belief; disability and / or medical conditions; age; and whether they have dependents.

### How to apply

You should submit your CV together with a covering letter outlining why you are interested in the role and why you are suitable for it to [Cath.Dutton@thecumbrialep.co.uk](mailto:Cath.Dutton@thecumbrialep.co.uk) by **5pm Wednesday 6 October**. Interviews by video conference will be held 12 or 13 October 2021, please keep these dates free in your diary to help with interview planning. In completing your application, you must tell us how you meet the essential qualification, experience, skills and qualities outlined in the Job Specification. To find out more about the role please feel free to call Cath Dutton on 07795402044.