

## Job Description

<b>Job Title</b>	Enterprise Coordinator
<b>Location</b>	London
<b>Reporting to</b>	Senior Enterprise Coordinator / Team Manager
<b>Direct Report</b>	None
<b>Term</b>	Fixed term until August 2020
<b>Salary</b>	£30,107 per annum

### Overview

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. Its role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programs that work, filling gaps in provision and ensuring coverage across the country.

It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 120 full time Enterprise Coordinators now working with clusters of schools and colleges, and Enterprise Advisers - business volunteers who have signed up to provide counsel to individual schools and colleges. The purpose of the Enterprise Adviser Network (EAN) is to create powerful, lasting connections between local businesses and the schools and colleges in their area.

In London, the London Enterprise Adviser Network is led by Team London, the Mayor of London's volunteering team and works to improve social mobility across the capital. The Network matches senior business volunteers (EAs) with careers leaders in schools to support the school in increasing business engagement so that more young people have encounters with employer and experiences of workplaces. The EA then works with the careers leader to ensure these encounters are part of a structured Programme so that our work is sustainable and addresses every cohort of students across the school.

The London Network is delivered in partnership with service providers across London's sub regions to ensure that our work is tailored to local needs.

### Role Scope:

The Enterprise Coordinator will sit at the heart of a local cluster of schools and colleges and facilitate their relationship with their Enterprise Advisers and support them to improve their careers and enterprise activities and to engage with the world of work. Working closely with the Greater London Authority through Team London and the Senior Enterprise Coordinator, if appointed, the EC will ensure the Enterprise Adviser Network is supportive of the Mayor's Skills for Londoner's Strategy and local skills needs to make it easier for employers and the self-employed 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.

The LEAN Network in the east London sub-region is delivered by the Local London Strategic Partnership of eight boroughs together with East London Business Alliance.

The East Network covers the London boroughs of Enfield, Waltham Forest, Redbridge, Newham, Barking & Dagenham, Havering, Greenwich, Bexley and Bromley. Each Enterprise Co-ordinator works primarily across a group of three boroughs, but may be required to work across other boroughs when necessary and take part in delivering sub-regional training and events.

The Enterprise Co-ordinator will be an employee of East London Business Alliance

### **Key Responsibilities:**

- Establish and develop the EAN locally by engaging and supporting a cluster of up to 25 schools and or FE colleges and 50 Enterprise Advisers.
- Work closely with other service providers, local sub regions and their sub regional partners to ensure EAN activity links to both the London and local skills, IAG and employment strategy.
- Build and maintain effective relationships with senior leaders in local schools and colleges within the network, understanding their development needs and supporting EAs in scoping, identifying and addressing these needs.
- Recruit senior level Enterprise Advisers (EAs) from local businesses and successfully match them to schools and colleges within the EAN.
- Act as an ambassador for the Enterprise Adviser Network including raising the profile of the EAN through utilising existing communication and marketing channels to engage with key local stakeholders.
- Provide ongoing support to EAs and schools including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EAs development needs,
- Act as a signpost for GLA and “local” providers who are delivering careers education programmes, offering impartial and supportive advice on resources and providers that will support them to achieve Gatsby benchmarks.
- Support Careers & Enterprise Fund recipients to ensure they are coordinating delivery with the LEAP and local EAN and providing feedback on them to the Network Lead and the Investment Team.
- Build an understanding of the local context of careers provision and providers including and how these fit with the national context.
- Build a strong understanding of national developments in careers education, keeping schools and EAs informed of changes. (i.e. changes in statutory guidance)
- As per the CEC reporting cycle, contribute to the monitoring and impact tracking of the EAN.

- Attend CEC national and local training events and meetings to keep up to date with CEC and EAN developments.
- Keep up-to-date on the progress and success of the EAN and sharing this knowledge across the local and national network, the latter in the form of case studies

## **Job Requirements**

### **Qualifications & Experience required:**

- 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 particularly with volunteers
- 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 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.

### **Skills & Core Competencies:**

- Excellent communication (including written) 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.

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

### **Other requirements**

- Occasional evening working will be required in order to deliver training events for business volunteers.
- Enhanced DBS check