**JOB DESCRIPTION**

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**Service Unit: Children, Young People and Learning**

**Post Title: Enterprise Coordinator (0.6)**

**Post No: 6316**

**Reporting to: Senior Enterprise Coordinator**

**Grade: I**

**Role Scope/ Context of Work**

The Enterprise Coordinator 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. Working closely with the Senior Enterprise Coordinator, the EC will ensure the Enterprise Adviser Network is embedded into the 0-25 Team Plan and Dorset LEP Skills Strategy.

The Enterprise Coordinator is a pivotal role within The Careers & Enterprise Company’s national programme; critical to achieving its aim of motivating, inspiring and supporting young people in making informed choices about their future and help them to achieve against those choices.

Bournemouth, Christchurch and Poole Enterprise Adviser Network (EAN) started in February 2017 with one Enterprise Coordinator covering Bournemouth and Poole. It has now expanded to include all thirty-eight schools/ college who are currently engaged with Dorset Careers Hub working across Bournemouth, Christchurch and Poole.

**Job Purpose and Objectives**

The Enterprise Coordinator sits at the heart of a local cluster system intended to:

* Help schools and colleges to improve their careers and enterprise activities and to engage with the world of work.
* Make it easier for employers and the self-employed to engage with schools and colleges.
* 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.
* Enterprise Coordinator(s) will do this by recruiting local schools and colleges to join The Careers &Enterprise Company’s programme, and will then match each school and college with an *Enterprise Adviser*.
  + *Enterprise Advisers are volunteers who have been drawn from local employers or the self-employed who will work with a school or college (matched 1:1 or Agile) to support that school or college in developing an effective careers and enterprise strategy.*
* The Enterprise Coordinator will work with schools and colleges and their Enterprise Advisers to conduct an initial diagnostic of their careers and enterprise strategy, and will support the Enterprise Adviser in further developing and optimising this strategy.
* The Enterprise Coordinator will help ensure that the best local careers and enterprise provision is made available to schools and colleges in their area by acting as a core link to existing provision.
* The role will involve regular contact with senior people across a wide range of partners including:
  + Schools and colleges and employers/the self-employed
  + Local, regional and national skills organisations and education/training providers
  + Business representative organisations and third sector partners
  + The Careers & Enterprise Company

1. **Key Responsibilities**

* Build effective relationships with local schools and colleges. Understand their needs to ensure the programme has impact and addresses those needs. Engage them in the programme.
* Establish, equip and support a high-profile and high-performing Enterprise Adviser network matched to local schools and colleges:
  1. Work with local employers, the self-employed and employer groups to recruit and establish the Enterprise Adviser network;
  2. Introduce and match those Enterprise Advisers to local schools and colleges;
  3. Equip the Enterprise Advisers with the resources and contacts that they need to fulfil the role and help them make the best use of the opportunities available;
  4. Ensure the experience is managed to a consistently high standard across the cluster.
* 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 from local employers and the self-employed by engaging effectively and tenaciously with local employers and employer groups (e.g., Chambers, CBI, FSB, IoD)
* Harness energy, input and support from all senior employment and education leaders in the area, including:
  + - The 0-25 Team;
    - LEP: Chair, Chief Executive, Dorset LEP Skills Board, Skills Lead, Dorset Careers Hub;
    - Educational leaders (head teachers, college principals, academy chains);
    - Employers, the self-employed and employer groups (e.g., Chambers, LSIP, CBI, FSB, IoD)
    - Leading providers (e.g., NCS, BITC, EBPs).
* Localise and tailor The Careers & Enterprise Company toolkit, based on knowledge of local context; share best practice and case examples back to The Careers & Enterprise Company.
* Rigorously track impact working closely with The Careers & Enterprise Company
* Optimise the performance of the EAN cluster:
  + Set a culture of excellence
  + Closely review whether the activities being provided in schools and colleges are meeting the needs of young people, schools and local economic needs and if not, identify ways to improve that activity;
  + Promote and share leading practice across the cluster of schools and colleges
  + Formally evaluate and report progress to the Dorset Careers Hub, The Post 16 Education, Employment and Training Board and The Careers & Enterprise Company.
* Raise the profile of the programme locally through all available channels e.g. through local interaction with local press, social media and MP
* Ensure effective and broad-based governance of the programme across a range of stakeholders.
* To comply with all decisions, policies and standing orders of the council and any statutory requirements, for example the Health and Safety at Work Act and Data Protection Act.
* Undertake any other duties as required and commensurate with the level of the post.

**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.
* 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.

**Professional and Personal Skills**

* 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.
* Adaptable, tenacious, determined, positive and resilient with the ability to work in an agile and fast paced environment

**Other**

* Full driving licence held and the ability to travel extensively across Bournemouth, Christchurch and Poole and occasionally, beyond
* Successful applicants would be required to undertake an enhanced Disclosure and Barring Service check
* Professional experience of supporting children with SEND into employment and working at a senior level with educational settings