**PERSON SPECIFCATION**

**ENTERPRISE COORDINATOR**

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| **ATTRIBUTES & CRITERIA** | Essential/ Desirable | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   1. Experience coordinating projects or programmes 2. Experience in supervision and management 3. Experience of joint working across different local authorities | Essential  Essential  Desirable | Application form  Interview |
| **QUALIFICATIONS / TRAINING**   * Educated to degree level or equivalent * ICT Qualification in Microsoft Office or equivalent experience * Post graduate level or equivalent professional qualification * Willingness to undertake further CPD | Essential  Essential  Desirable  Essential | Application Form  Certificates |
| **APTITUDES AND ABILITIES**   * Ability to work with senior stakeholders to capture their attention, engage and enrol them in careers and enterprise activities for secondary schools and FE colleges and in support of the programme, and maintain enthusiasm throughout * Ability to use and develop an evolving toolkit to create clarity and impact * Ability to understand the needs of / constraints on secondary schools and FE colleges and to support them effectively * Ability to understand the needs of / constraints on employers and the self-employed and to support them effectively * Persistence and determination in complex and contentious, ambiguous situations * Ability to prepare verbal or written reports to present information and make recommendations to a variety of audiences * Ability continuously to improve the system | Essential  Essential  Essential  Essential  Essential  Essential  Essential | Application Form  Interview  References |
| **KNOWLEDGE**   * Good understanding of relevant local and national policy relating to skills and economic development * Demonstrable understanding of the issues and barriers to employment faced by young people post 16 * Demonstrable appreciation of what motivates young people * Demonstrable understanding of employers of different sizes * Demonstrable understanding of secondary school and FE college structures and working practices * Knowledge of the statutory duty of local authorities regarding suitable CEIAG provision and the role of employers within that | Essential  Essential  Essential  Essential  Essential  Desirable | Application Form  Interview |
| **ATTITUDE / MOTIVATION** Ability to be flexible, creative and take a self managing approach  * Confident with excellent interpersonal skills. * Tenacious and resilient * Credible across business and school/college environments. * Engaging and enthusiastic * Determined and positive * Empathetic and inclusive * Commitment to high level of service * Committed to supporting equality and diversity | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | Application Form Interview  References |
| **OTHER FACTORS**   * This post will require travel between various locations within and beyond the two local authorities and attendance at national and regional events * Flexible working arrangements including occasional overnight stays and occasional working in the evening and at weekends. * Enhanced DBS Check | Essential  Essential  Essential | Interview  Satisfactory DBS Disclosure |