

ENTERPRISE CO-ORDINATOR PERSON SPECIFICATION

We expect Enterprise Coordinators to bring a range of backgrounds and skills to the position, and to share these for the benefit of the programme through the national network facilitated by The Careers & Enterprise Company.

However, they must share a common set of **key competencies**:

1. Ability to work with senior stakeholders to capture their attention, engage and enrol them in careers and enterprise activities for schools and colleges and in support of the programme, and maintain enthusiasm throughout;
2. Ability to use and develop an evolving toolkit to create clarity and impact;
3. Ability to understand the needs of / constraints on schools and colleges and to support them effectively;
4. Ability to understand the needs of / constraints on employers and the self-employed and to support them effectively;
5. Persistence and determination in ambiguous situations;
6. Ability continuously to improve the system.

Skills and experience:

Knowledge and experience

- Some 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
- Demonstrable appreciation of what motivates young people
- Demonstrable understanding of employers of different sizes and a strong local network of employers in the relevant Opportunity Area
- Demonstrable understanding of school and college structures and working practices
- Experience coordinating projects or programmes

Skills

- Able to engage and influence a wide range of stakeholders
- Excellent communication skills, both verbal and written
- Good team leadership skills
- Ability to assimilate new information quickly
- Ability to conduct basic data management
- Able to project manage and manage priorities effectively and efficiently

Attributes

- Tenacious and resilient
- Credible across business and school/college environments

- Engaging and enthusiastic
- Determined
- Positive
- Empathetic and inclusive