

Job Title

Enterprise Co-ordinator

Job Status

Fixed term 18 months / Full Time

Salary

£21,000 - £23,000 depending on experience

Reporting

Head of Business & Education

Key Relationships

Internal	External
Head of Business & Education (line manager)	Local Businesses
Colleagues	Partner Organisations and Stakeholders
Board of Directors	Sub Contractors/Service Providers
CEO	British Chambers of Commerce

Supervisory Responsibilities

None internally

Main Purpose of the Role and Responsibilities

The Enterprise Coordinator's main purpose is 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

The Enterprise Coordinator will do this by recruiting the secondary schools and colleges in the Opportunity Area to join The Careers & Enterprise Company's programme, and will then match each school and college with at least one 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) 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 Enterprise Coordinator will also help stimulate more provision where necessary by working closely with the Enterprise Advisers, local employers, and with the central team at The Careers & Enterprise Company.

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

Main responsibilities

1. 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.
2. Establish, equip and support a high-profile and high-performing Enterprise Adviser network matched to local schools and colleges:
 - a. Work with LEP leadership and local employers, the self-employed and employer groups to recruit and establish the Enterprise Adviser network;
 - b. Introduce and match those Enterprise Advisers to local schools and colleges;
 - c. 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;
 - d. Ensure the experience is managed to a consistently high standard across the cluster;
3. 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
4. Work closely with organisations funded through The Careers & Enterprise Company's investment fund.
5. 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)
6. Harness energy, input and support from all senior employment and education leaders in the area, including:
 - LEP chair, Chief Executive, Employability and Skills Board;
 - Educational leaders (head teachers, college principals, academy chains);
 - Employers, the self-employed and employer groups (e.g., Chambers, CBI, FSB, IoD); and

- Leading providers (e.g., NCS, BITC, EBPs).
7. 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
 8. Rigorously collect data and track impact working closely with The Careers & Enterprise Company
 9. Optimise the performance of the cluster:
 - a. Set a culture of excellence
 - b. 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;
 - c. Promote and share leading practice across the cluster of schools and colleges
 - d. Formally evaluate and report progress to the LEP Employability and Skills Board, your local Programme Board, and The Careers & Enterprise Company.
 10. Raise the profile of the programme locally through all available channels e.g. through interaction with local press and MP.
 11. Ensure effective and broad-based governance of the programme across a range of stakeholders.
 - Adhere to all policies and procedures at all times.

Key Performance Indicators

Additional KPI's and tasks may be agreed and added from time to time according to business needs

Segregation of Duties

Duties and areas of responsibility shall be segregated to reduce opportunities for unauthorised or unintentional modification or misuse of the organisation's assets

Signed (Job Holder): _____ Date: _____

Signed (Line Manager) : _____ Date: _____

Please return a signed copy to the HR Representative and retain one for your information.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned