

Job title:	Enterprise Coordinator
Salary:	£30,000
Term	Fixed term until 31 August 2018 with the possibility of extension (subject to funding)
Location:	<p>The post will involve frequent travel throughout the Coast to Capital area with a focus on the following geographic area: Mid & North Sussex (Gatwick Diamond, West Sussex)</p> <p>An office base is available at Horsham, although there is flexibility for the post holder to work from home and to co-locate in partner/stakeholder offices with prior agreement.</p>
Reports to:	Senior Enterprise Coordinator

Intro

Are you passionate about inspiring young people to make informed decisions about their pathway through education and into employment?

If you have a broad range of commercial skills, a strong business network and are interested in being part of a national programme to develop careers, enterprise and employer engagement strategies within local schools and colleges, this could be the perfect role for you.

Background

Coast to Capital is the Local Enterprise Partnership (LEP) for Brighton and Hove, Croydon, East Surrey, Lewes District and West Sussex. We are a partnership between business and the public sector and are part of a national network of 38 LEPs. Our vision is to create an outward facing, high performing international business economy, with a reputation for being a good place to do business.

The development of skills is a key priority for Coast to Capital. Our Skills for Growth Strategy highlights our strategic priorities and essential to achieving these is the delivery of high quality careers and enterprise activities in our schools and colleges. This will inspire and support young people to make informed choices about their future and help them to achieve.

This exciting and pivotal role forms part of a team of Enterprise Coordinators employed across the region to lead on the Enterprise Adviser Network in Coast to Capital as a part of the Careers and Enterprise Company's national programme.

As part of the national programme pioneered by The Careers and Enterprise Company, our Enterprise Co-ordinators work with educational leadership teams to deliver strategic support to engage with business and open up opportunities for their students to have quality encounters with employers and the world of work.

Main purpose of the role

The Enterprise Coordinator sits at the heart of a collaborative partnership of various stakeholders 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 Coordinators 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) 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
- The Careers & Enterprise Company
- Other LEPs

Main responsibilities

1. Build and grow 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. Stimulate even more activity from local employers and the self-employed by engaging effectively and tenaciously with local employers and employer groups
5. Harness energy, input and support from all senior employment and education leaders in the area
6. Localise and tailor the Careers & Enterprise Company's toolkit, based on knowledge of local context; share best practice and case examples back to The Careers & Enterprise Company
7. Rigorously track impact in allocated geographic area and report to Senior Enterprise Co-ordinator
8. Optimise the performance of the geographic 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. Monitor progress and report to the Senior Enterprise Co-ordinator.
9. Raise the profile of the programme locally through all available channels.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person specification

The Careers and Enterprise Company expects all 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 to continuously to improve the system.

The Coast to Capital Enterprise Advisers will be able to evidence the following skills and experience

Skills and experience:

You will have excellent networking and communication skills as well as experience in co-ordinating projects or programmes, an understanding of budget management and a demonstrable understanding of the following:

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 school and college structures and working practices
- Experience of coordinating projects or programmes
- Experience of project expenditure management and/or budget holder responsibility
- Demonstrable understanding of the needs of young people with additional needs and the schools and colleges that support them

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
- Excellent time and diary management

Attributes

- Tenacious and resilient
- Credible across business and school/college environments
- Engaging and enthusiastic
- Determined
- Positive
- Empathetic and inclusive

CRIMINAL RECORDS BUREAU

Safeguarding children and adults is of utmost importance and Coast to Capital expects employees to abide by legislation and best practice to enable Coast to Capital to achieve this. This role has been identified as requiring a DBS check or Basic Disclosure. You must ensure that the appropriate form is completed and returned as requested as this will form a contractual requirement.

If you require a criminal record check, you must allow Coast to Capital to retain a copy of the disclosure certificate within your personal file. If you fail to disclose any caution, reprimand or conviction which is later identified on your DBS check you may be subject to disciplinary action and Coast to Capital has the right to suspend or dismiss you.

Further information

Further information about Coast to Capital may be found at our website:
www.coast2capital.org.uk

Applications

To make an application please send, by 25th May 2017, a full CV with a covering statement setting out how you believe you could fulfil the requirements of this key role and the names of two referees (references will not be taken up in advance of interviews) to David Smith , Office & Finance Manager, david.smith@coast2capital.org.uk .

It is our intention to hold interviews on 1st June 2017.

We will acknowledge your application within 24 hours. If you have not received confirmation please contact David Smith on 01403 333840 to ensure we have received your application.

Please feel free to call Beki Tonks, if you would like more information – 07484 542006 or rebecca.tonks@coast2capital.org.uk.

Coast to Capital is committed to achieving diversity and equality of opportunity both as an employer and as a commissioner of services.