

Enterprise Adviser Role

Enterprise Advisers should:

- Build a positive and supportive relationship with a school
- Work with nominated school lead(s) to complete a needs assessment focusing on existing careers provision, successes, challenges and gaps.
- Follow up with the school lead(s) on agreed actions and develop proposals based on the needs assessment.
- Support the school lead(s) to design a whole school careers and business engagement strategy.
- Research and connect the school lead(s) to relevant programmes offered by businesses and third sector.
- Draw on existing networks to support the school lead(s) to implement a strategy.
- Be able to demonstrate flexibility when arranging meetings and calls with schools as these may need to take place during the school day (between 8:00am – 3:30pm).
- Undertake satisfaction surveys to support the evaluation of the programme.
- Abide by Coast to Capital LEP Safeguarding and Child Protection policy

Commitments:

- Be available to support a secondary school or college for a minimum of one academic year.
- Commit a minimum of one day per month or equivalent. This will include face-to-face meetings with school lead(s) and remote support by phone/email.
- Successfully complete an enhanced DBS check with the support of our Enterprise Coordinators (there will be no charge to applicants).
- Communicate regularly via phone/email with your Enterprise Coordinator and update them on challenges and successes.
- Meet with your Enterprise Coordinator at the end of the programme to share learning and support future programme development.

Skills and Experience needed:

- Experienced at communicating with a wide range of senior stakeholders.
- Experienced at developing proposals and strategies.
- Comfortable engaging businesses and work related programmes to support a school to implement a careers and business engagement strategy.
- Willing to promote both vocational and academic routes into work and have an understanding of the current labour market.
- Sympathetic to the challenges faced by schools and able to offer relevant, impartial, practical and impactful advice which can be easily implemented.

Location:

- We aim to allocate you to a school in a preferred area. Some travel to schools is required. Support can also be offered remotely.

Support for you:

- A dedicated Enterprise Coordinator for ongoing support and guidance.
- A network of talented professionals to share lessons learned and best practice.
- Local tailored toolkits and resources.
- Face-to-face training and induction as well as access to networking opportunities and events.

Activity not within your scope:

- Deliver careers and enterprise activities directly to young people
- Change existing external or school based programmes that are working well