**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Enterprise Coordinator (EC) – Careers Hubs | **Grade**: PO1 £31,869 - £38,616 |
| **Section:** South London Partnership | **Directorate:** Chief Executive |
| **Responsible to following manager:**Operational Lead – Careers Hub | **Responsible for following staff:** N/A |
| **Post Number/s:** | **Last review date:** 10th December 2021 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

The Careers & Enterprise Company has been set up to inspire and prepare young people for the fast-changing world of work. It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 200 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, or 15 schools and colleges in “Careers Hubs”.

 Significant focus has been on improving links between employers and schools and colleges, to create powerful, lasting connections. Over 3000 Enterprise Advisers - business volunteers who have signed up to provide strategic support to individual schools and colleges – are now part of the Enterprise Adviser Network (EAN).

South London Partnership are establishing a Careers Hub in south London and are looking for a team of Enterprise Coordinators to work closely with schools, colleges, and businesses to create innovative, high quality careers programmes.

**Job Purpose**

The Enterprise Coordinator (EC) sits at the heart of the local EAN in order to help schools and colleges improve their careers and enterprise activities and to engage with the world of work. The EC will ensure the EAN is embedded into the South London Partnerships economic recovery action plan and make it easier for employers to engage with schools and colleges. Through establishing the local and national contexts the EC will 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. This will be achieved by:

* Building and Strengthening Networks
* Supporting Careers Leaders
* Backing the Gatsby Benchmarks

**Specific Duties and Responsibilities**

1. **Establishing and developing your Network**
* Ensuring there is strong EAN governance within the sub-region and growing the EAN locally by engaging and supporting a cluster of 20 schools and Enterprise Advisers (or 15 schools and colleges in a Careers Hub).
* Recruiting senior level Enterprise Advisers (EAs) from local businesses and successfully matching them to schools and colleges within the EAN.
* Building and maintaining effective relationships with senior leaders in local schools and colleges within the cluster. Ensuring the impact the EA, The Careers and Enterprise Company and local network can have on their school improvement planning and careers strategy is understood and the development needs of each school are identified.
* Supporting EAs in scoping, identifying and addressing the needs of their matched school.
* Acting as an ambassador for The Careers & Enterprise Company and South London Partnership, including raising the profile of the EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
* Cascading learning from The Careers & Enterprise Company by delivering CPD sessions to school and business audiences.
1. **Building Careers and Enterprise Plans**
* Supporting EAs and Careers Leaders including induction training, coordinating network meetings and identifying and delivering ongoing training to meet individual EAs’ and CL’s development needs.
* Organise and attend regular EA/CL meetings to ensure progress is being made across all benchmarks and school priorities addressed.
* Establishing methods of recognising and highlighting best practise to ensure the network is accessing and delivering the most impactful activities.
* Supporting The Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the LEP and local EAN and providing feedback on them to your Regional Lead and the Investment Team.
* Building and understanding the local context of careers provision and providers including NAS, NCS, and JCP and how these fit with the national context.
* As per The Careers & Enterprise Company reporting cycle, contribute to the monitoring and impact tracking of the EAN by submitting the EAN register.
* Attending The Careers & Enterprise Company EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and EAN developments.
* Keeping up-to-date on the progress and success of the EAN and sharing this knowledge across the local and national network, the latter in the form of case studies to your Regional Lead
* Supporting local growth and development strategies and opportunities by sharing information and intelligence with Careers Leaders and the EAN.

**Implementation and Impact**

* Regularly reviewing the network to ensure the members (at all levels) remain engaged and proactive, via communications, training and support.
* Staying abreast of best practise examples, emerging guidance and legislation and considering the differing audiences you will need to cascade this information to.
* Track the progress of your schools/colleges (using a variety of tools and resources), identifying trends, gaps and solutions.
* Analysing and understanding the impact of the network on your local economy and skills strategy and feeding information back to The Careers & Enterprise Company.
* Recognising and monitoring risks within the network and ensuring a strategic approach is adopted with the SLP and your Operational Hub Manager, Hub Lead or Regional Lead.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

**Team structure**



**Person Specification**

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| An understanding of school culture and the challenges faced by schools in delivering careers and enterprise, and the current careers education and corporate social responsibility landscapes | **Yes** |  | **A, I** |
| An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people. | **Yes** |  | **A,I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses | **Yes** |  | **A,I** |
| Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders | **Yes** |  | **A,I** |
| A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector |  | **Yes** | **A,I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Excellent communication and interpersonal skills, with the ability to persuade and influence a variety of audiences and encourage others to use new ways of working | **Yes** |  | **A,I** |
| Excellent customer service skills and able to build relationships at all levels, both internally and with a range of external stakeholders to develop a collaborative network and shared objectives. | **Yes** |  | **A,I** |
| Proactive, with the ability to work independently, managing and adapting conflicting priorities and deadlines | **Yes** |  | **A,I** |
| Able to think and plan strategically to measure and drive performance. |  | **Yes** | **A,I** |
| Able to identify and mitigate risks, working collaboratively to find solutions. | **Yes** |  | **A,I** |
| Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment. | **Yes** |  | **A,I** |
| Competent use of a range of digital and IT and social media platforms in order to improve and raise awareness of the direct impact of the network |  | **Yes** | **A,I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Minimum of NVQ level 3 in an appropriate qualifications or equivalent relevant professional qualification or experience  |  | **Yes** | **A, I, C** |
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**A – Application form / CV**

**I – Interview**

**C - Certificate**

**South London Partnership**

The South London Partnership (SLP) is a cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. Since relaunching in January 2016 under a new director it has built a small dynamic core team working closely with politicians, chief executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health, skills and employment, economy and innovation.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need.

SLP is hosted by Richmond Council. The post holder will therefore be employed by the Richmond and Wandsworth Shared Staffing Arrangement [SSA]. The team is usually based at the Richmond Civic Centre in Twickenham, but all team members can and are expected to work in other SLP borough offices when that makes sense to build working relationships and make most effective use of their time.

**Working from Home**

In the current climate, we will support all team members to work from home however, if you need to work from the office in order to do your job, or need to work away from home, all Richmond offices and Council buildings are open and safe for you. All offices will remain open, with safety precautions in place, so if you need to come to the office for your own personal wellbeing reasons, you are welcome to do so.