

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 02554

Service Area: Economic Development

Grade: G9

Job Title: Enterprise Coordinator

PURPOSE OF JOB: To deliver The Greater Lincolnshire Careers Hub

Careers Advice is an important area of policy and delivery for Lincolnshire County Council. The role will therefore support and encourage Schools and educational establishments within Greater Lincolnshire to explore their careers planning to develop and embed within the curriculum a sustainable careers and enterprise programme encompassing key priorities such as apprenticeships, advice and guidance, employer liaison and understanding of the careers landscape. This role will have a high degree of client-facing responsibility at senior levels with Head teachers, Principals and others, senior business leaders such as Managing Directors and Financial Directors

The EC will help schools and colleges improve their careers and enterprise activities and to engage with the world of work. Working closely with LCC, the EC will ensure the Careers Hub Network is embedded into the Local Authority skills strategy and make it easier for employers and the self-employed 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.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | Establishing, developing and leading the Greater Lincolnshire Careers Hub Network (Up to 30 senior business leaders per post) within Greater Lincolnshire |
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	and growing the network locally by engaging and supporting senior leaders of schools within a cluster of up to 30 schools and Enterprise Advisers in line with the Enterprise Coordinator Role Guide (attached)
2	Building and maintaining effective relationships with head teachers and senior leaders in local schools and colleges within the cluster, understanding their development needs and supporting EA's in scoping, identifying and addressing these needs.
3	Recruiting senior level Enterprise Advisers (EA's) from major businesses and successfully matching them to schools and colleges within the EAN.
4	Acting as an ambassador for Greater Lincolnshire and the CEC including raising the profile of the Local Authorities and the Careers Hub through utilising existing communication and marketing channels to engage with key local stakeholders, such as chambers of commerce, fsb, IOD and CBI.
5	Develop, coordinate and manage campaigns to influence up to 30 school and colleges to take up Careers & Enterprise activity and Modern Work Experience
6	Act as a Liaison with businesses and schools and the Careers and Enterprise Company supporting the day-to-day delivery of the Careers Hub Network
7	Providing ongoing support to EA's including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EA's development needs
8	Ensure that the best local careers and enterprise provision is made available to schools and colleges in their area
9	To understand the needs of schools on a case-by-case basis and to provide bespoke support through the co-ordination of services and partner activity
10	To develop and maintain effective working relationships with the external stakeholders and partner organisations
11	Focus efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people
12	Stimulate more provision where necessary by working closely with the Enterprise Advisers, local employers, and with the central team at The Careers & Enterprise Company
13	Supporting CEC grant recipients to ensure they are coordinating delivery within Greater Lincolnshire and providing feedback on them to the Regional Lead and the Investment Team
14	Building and understanding the local context of careers provision and providers including NAS, NCS and JCP and how these fit with the national context
15	As per the CEC reporting cycle, contribute to the monitoring and impact tracking of the Careers Hub by submitting the EAN register and other documents in a timely fashion
16	Attending CEC EC national and local training events and meetings to keep up to date with CEC and Careers Hub developments
17	Keeping up-to-date on the progress and success of the Careers Hub and sharing this knowledge across the local and national network, the latter in the form of case studies to your regional lead
18	To manage the budget allocated to individual projects ensuring it is cost efficient, maximises resources and regular analysis is provided against forecast of spend
19	To manage, support and deliver projects to agreed project management standards and report through
20	Input, monitor, and review programme data and impact
21	To support the policy and implementation work of LCC and other authorities in Skills

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A hard-working self-starter that is able to lead a careers network and activity in Greater Lincolnshire		E	
Demonstrable experience of engaging and building and maintaining relationships with senior leaders from schools, colleges and businesses.	A / I	E	
A demonstrable 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.	P	E	
Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders, preferably in the education and careers sector	P	E	
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.	A / I	E	
Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders.	A/I		
Excellent communication skills, both verbal and written, able to sell the EAN, and to convince senior leaders to get involved and make changes to the school's careers service	P	E	
Ability to conduct basic data management	A / I	E	
Have knowledge of the issues facing businesses	A / I		D
Excellent people and partnership skills	A / I	E	
Experience of creating and supporting networks	A / I		

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Vision and Values](#) of Lincolnshire County Council and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.