



Driving prosperity in the M3 corridor

Enterprise Coordinator Job description

Purpose:

The Enterprise Coordinator (EC) will sit at the heart of Enterprise M3's Enterprise Adviser Network (EAN) in order to help schools and colleges in the Enterprise M3 area improve their careers and enterprise activities and to engage with the world of work. Working with the Senior Enterprise Coordinator and Head of Skills, the EC will ensure the Enterprise Adviser Network is embedded into Enterprise M3's skills strategy. Critical to the work is ensuring full understanding of Enterprise M3's Strategic Economic Plan and Local Industrial Strategy making 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.

Location:

Geographically based and some travel across the Enterprise M3 area will be required.

Responsible to:

Enterprise M3 Senior Enterprise Coordinator

Working hours and salary:

This post is available full time or part time with a starting salary of £32,752 (pro rata for part time). We would also welcome secondments from partner organisations.

The post will be on a fixed term basis until 31 August 2020.

Main responsibilities:

- Establishing and developing the Enterprise Adviser Network (EAN) governance within Enterprise M3 and growing the EAN locally by engaging and supporting a cluster of 20 schools and Enterprise Advisers (EAs).
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the cluster, understanding their development needs and supporting EAs in scoping, identifying and addressing these needs.
- Recruiting senior level Enterprise Advisers (EAs) from local businesses and successfully matching them to schools and colleges within the EAN.
- Acting as an ambassador for Enterprise M3, ensuring the EAN and the EAs are linked to Enterprise M3's Strategic Economic Plan and Local Industrial Strategy
- Acting as an ambassador for the Careers and Enterprise Company (CEC) including raising the profile of the EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
- Providing ongoing support to EAs including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EAs development needs.

- Supporting CEC grant recipients to ensure they are coordinating delivery with Enterprise M3 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 CEC reporting cycle, contribute to the monitoring and impact tracking of the EAN by submitting the EAN register and Pye Tait documents in a timely fashion.
- Attending CEC EC national and local training events and meetings to keep up to date with CEC 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

Qualifications & Experience required:

- Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses.
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.
- A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector.
- 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.
- 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.

Skills & Core Competencies:

- Excellent communication and interpersonal skills, with the ability to persuade a variety of audiences and encourage others to use new ways of working.
- Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.
- Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders.
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity and work in a start-up culture.
- An understanding of the aims and vision of the Enterprise M3 LEP, along with the Enterprise M3 Strategic Economic Plan and Local Industrial Strategy
- Ability to work independently and as part of a team
- Commitment to diversity and equality of opportunity

Additional Information

As this role requires close work with schools and colleges an enhanced DBS check will be required.

The role will require the individual to work closely with partner organisations, in their offices and with their teams.

Careers & Enterprise Company

The Careers & Enterprise Company is an employer-led organisation that has been set up to inspire and prepare young people for the fast-changing world of work. Its role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the country.

In its first eighteen months of operation it has focused on improving links between employers and schools and colleges. It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 100 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, and 1,400 Enterprise Advisers - business volunteers who have signed up to provide counsel to individual schools and colleges. The purpose of the Enterprise Adviser Network (EAN) is to create powerful, lasting connections between local businesses and the schools and colleges in their area.

How to apply

Application should include:

- a cover letter describing how your experience matches the key areas of responsibility and the capabilities and experience within the job description
- a CV

We are recruiting **four** Enterprise Coordinators and have the following closing date and interview schedule:

Application Closing date	Interview date
17:00hrs on 4 th March 2019	11 th March 2019
	12 th March 2019

An electronic version of the above documents should be sent to recruitment@enterprisem3.org.uk by the closing date.

Candidates might be contacted via telephone. Successful candidates will be invited to a job interview which is expected to take place in Winchester.

For any questions regarding this post please contact

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Enterprise M3's work, including this role, is funded through a number of partners including the Local Growth Fund, European Structural and Investment Funds and the Careers and Enterprise Company:

