**GMCA**

**Role Profile**

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| **Job Title:** | Careers & Enterprise Coordinator | **Date:**  | March 2020 |
| **Reporting Line:**  | Principal Skills Manager (Careers and Participation) | **Job Level:** |  G £30,756 - £34, 106Fixed-Tem to July 31st 2021 |
| **Department:** | Policy and Strategy | **Business Area:** | Skills and Work |

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| JOB PURPOSE |
| Overview 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. It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships (LEPs). 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. In Greater Manchester, the Combined Authority (CA) on behalf of the LEP, will drive activity to enable coordination and implementation of The Careers & Enterprise Company’s national **Enterprise Adviser Network Model** in a local context as part of the Careers and Participation Strategy. The role will be critical in achieving the programme aim of motivating, inspiring and supporting Greater Manchester’s young people to make informed choices about their future. This role will be critical in supporting the Careers Leader in schools and colleges to develop and increase their capacity and standing in theirsetting in order for them to develop comprehensive, progressive and targeted careers programmes and implement the Gatsby Benchmarks to a high standard.The role of Enterprise Coordinator (EC) will be to provide expertise and guidance in maintaining the EAN in Wigan by building relationships quickly with 20 Enterprise Advisers (EAs), working closely with 20 local schools and colleges. **The purpose of the EC is to drive the strategic change required to help schools and colleges lead a continuous cycle of improvement in careers related leadership and associaited outcomes for young people**.The Coordinator will be expected to work across **Oldham**, an area of Greater Manchester. Working closely with **Oldham’s** skills lead this post will support the strategic outcomes related to improved youth employment and NEET reduction an be based in both central Manchester and across Oldham.For further background information and details about the Careers and Enterprise Company and Bridge GM please go to:[www.careersandenterprise.co.uk](http://www.careersandenterprise.co.uk) www.bridgegm.co.uk |

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| **KEY RESPONSIBILITIES**  |
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| **Volunteer Management of Entreprise Advisers:*** Lead on the development of and future recruitment of a team of volunteer Enterprise Advisers (min.20) from local businesses to be part of the Enterprise Adviser Network including strategic matching of schools to Enterprise Advisers; ensuring that the programme is managed to a consistently high standard across an existing network in Oldham.
* Support the team of Enterprise Advisers to engage with school leadership staff and conduct initial diagnostic assessments of their careers and enterprise strategy. Support the Enterprise Advisers in further developing and optimising this strategy.
* Lead on the continued development of the programme by locally tailoring the Enterprise Adviser toolkit, based on extensive knowledge of local context, sharing best practice and case examples back to senior members of The Careers and Enterprise Company national team.

**Stakeholder Management:*** Act as lead liaison between local employers, schools, GM LEP, GMCA, local authorities, employer groups, The Careers & Enterprise Company’s central national team and other relevant organisations to stimulate continued interest in the programme and ensure that the best local careers and enterprise provision is made available to schools.
* Establish and maintain relationships with senior leadership staff across a wide range of key partners including Local MP’s, regional and national skills organisations, leading education and training providers, Institute of Directors (IoD), GM Chamber of Commerce, Confederation of British Industry (CBI) in order to raise the profile of the programme.
* Conttribute to Wigan’s work and skills priorities relating to young people including helping schools and colleges to develop bespoke interventions and activities relating to local and GM economy and the opportunities it brings to them. This will be done in conjunction with Wigan Council.
* Work with providers of careers activity and ensure alignment to key priorities.
* Take and interest and be knowlegable about GMCA’s and Wigan’s priorities for young people.

**School and College Caseload Management** * Monitor and track performance of the Enterpirse Adviser Network and the impact of the programme as a whole to optimise the performance of by:
	+ Closely reviewing the activities being delivered in schools ensuring the needs of young people and local businesses are being met;
	+ Being an expert in what makes an effective careers programme;
	+ Identifying ways to improve activity where needed;
	+ Leading on the promotion of best practice across the network;
	+ Evaluating and reporting progress and performance against key indicators and programme objective to GM LEP, GMCA, and The Careers and Enterprise Company;
	+ **Rigorously tracking the impact of the programme.**
	+ Create ongoing development plans through strong relationship management
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| **DIMENSIONS** |
| * The post holder will provide leadership and management support to a team of Enterprise Advisers, schools and colleges and be a team player.
* The post holder will work closely with key strategic partners at local, regional and national including:
	+ The Careers and Enterprise Company ;
	+ Local employers, schools, education and training providers, other 16-19 providers and their networks;
	+ Oldam Local Authority
	+ Greater Manchester Chamber of Commerce;
	+ The GM Combined Authority
	+ Oldham Headteachers and Principals’ meeting
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| **KNOWLEDGE & SKILLS**  |
|  * Building and maintaining effective relationships with senior leaders and careers coordinators and advisers in local schools and colleges within the cluster, understanding their development needs and supporting EAs, schools and colleges 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.
* Understand and have experience of volunteer management and account management of key stakeholders.
* Acting as an ambassador for the CEC and the work of GMCA/Bridge GM/Oldham including raising the profile of the EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
* Providing ongoing tailored support to EAs including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EA’s development needs.
* Provide tailored support to schools and colleges through specific gap analysis so that interventions can be identified.
* Supporting CEC grant recipients to ensure they are coordinating delivery with GMCA and local EAN and providing feedback on them internally and to the North West Regional Lead and the Investment Team.
* Building an understanding the Greater Manchester and Oldham local context of careers provision and providers including but not limited to; NAS, NCS, and JCP and how these fit with the national context.
* As per the CEC reporting cycle, be diligent in the monitoring and impact tracking of the EAN to local partners and to CEC.
* Attending CEC EC national and local training events and meetings to keep up to date with CEC and EAN developments. This may require overnight stays.
* Keeping up-to-date on the progress and success of the EAN, careers education opportunities, statutory responsibilities in relation to the national Careers Strategy and sharing this knowledge across the local and national network, the latter in the form of case studies to your Regional Lead.
* Oldham as an Opportunity Area priorities.

**Essential Skills:*** **Ability to think strategically** and take an **innovative and creative approach to work**, working across organisational boundaries and engaging and influencing a wide range of external stakeholders.
* Be able to analyse information to identify gaps in provision and develop strategic, suistainble approaches
* Idenitfy and share best practice
* Assist in the development and delivery CPD workshops
* Demonstrable ability to develop and implement large projects and initiatives from the ground.
* Excellent communication skills, both verbal and written including high level, effective report writing skills with the ability to produce reports at board level.
* Self-starter, able to work on own initiative, plan and deliver under pressure.
* Excellent team leadership skills and the ability to work as part of team, supporting colleagues wherever posiible.
* Ability to assimilate new information quickly and conduct basic data and performance managemet using .
* Able to project manage, prioritise tasks effectively and efficiently and manage time well.
* Strong IT skills.
* Demonstrate the qualities of a strong team player.
* Strong evidence of relationship management of multiple stakeholders.
* Effective and efficient time and workload management

The following **key competencies** are critical to the role and applicants should consider their suitability against these competencies:* Ability to work with and **influence** key senior stakeholders to capture their attention, engage and enroll them in Bridge GM’s ambition for for schools and in support of the programme, and maintain enthusiasm throughout.
* Excellent communication and interpersonal skills, with the ability to **persuade** a variety of audiences and encourage others to use new ways of working.
* Ability to use and develop an evolving toolkit to create clarity and impact; (is this relevant?
* Ability to understand the needs of / constraints on schools and to support them effectively using intelligence and personalized planning;
* Ability to understand the needs of / constraints on employers and the self-employed and to support them effectively.
* Ability to continuously improve the programme working with a wide range of stakeholder and taking responsibility for own personal development.
* Ability to articulate the added capacity and value careers brings to school improvement
* Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity.

**Experience:*** Educated to degree level (or equivalent) in a relevant discipline.
* Demonstrable experience of coordinating large multi-area projects and/or programmes.
* Demonstrable experience of working across business and school environments, with a particular understanding about careers education, information, advice and guidance and curriculum developments.
* Strong experience of manageing case loads of volunteers and or schools and colleges to drive change.
* Experience of leading change.

**Knowledge:** * Demonstrable understanding of careers education
* Demonstrable understanding of employers of different sizes in different sectors with particular understanding of the GM labour market and economic landscape.
* Demonstrable understanding of the issues and barriers to employment faced by Greater Manchester’s young people including what motivates young people to participate in employment, education and training.
* Demonstrable understanding of Greater Manchester’s school and college structures / working practices as well as an understanding of the Wigan landscape.
* Well developed and detailed understanding of relevant local and national policy relating to skills and economic development.
* 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.
* Strong knowledge of the Combined Authority, Local Enterpirse Partnership, Wigan Local Authority and the opportunities this brings.
* Strong knowledge of careers activities and interventions – knowingwhat works.

**Personal Style:*** Engaging and enthusiastic and a desire to get the best outcomes for young people.
* Personal style that will ensure co-operation, confidence and secure buy-in from partners.
* Ability to act as an ambassador for Greater Manchester and the Careers and Enterprise Company and Oldham Council.
* 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.
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