



CLEP
CUMBRIA
LOCAL
ENTERPRISE
PARTNERSHIP

**THE CAREERS &
ENTERPRISE
COMPANY**

Careers & Enterprise Coordinator Application Details



Lego Challenge in Schools



Ulverstem

Work experience day

Hiya miss I just i would say thank you for arranging this virtual work experience insight day, I have found it extremely useful and have found out a lot more things about the visitor economy. Thank you for giving us the opportunity to talk to new business outside of school.
Many thanks. [REDACTED]

Feedback from A Virtual Work Experience event



Meet some of our Enterprise Advisors

“To help every young person find their best next step”

Closing date: 12 noon 14 September 2022

Interview date: 23 September 2022

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The Role

The Careers & Enterprise Coordinator (CEC) sits at the heart of the Careers Hub helping schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

To provide the best support to schools and colleges the hub supports 4 clusters of schools and colleges: North, West, South and Furness as well as a Diversity & Inclusion Cluster and you will provide support to these clusters.

Working closely with the Careers Hub Manager, Careers and Enterprise Coordinators effectively act as a partnership manager between schools/colleges and local businesses.

Cumbria Careers Hub is a network of employers, schools, colleges and other stakeholders who are interested in supporting young people to successfully progress into the world of work. It is a national scheme that is disseminated from the Department for Education via the Careers and Enterprise Company. In Cumbria, the Careers Hub is hosted by the Cumbria Local Enterprise Partnership.

We see the role being a combination of working from home, the office in Penrith and face to face meetings with your schools and Enterprise Advisors.

We have a full and part-time role available. Please state in your cover letter if you are looking for full-time or .5



Cumbria LEP



Aiming to create one of the fastest growing economies in the UK, Cumbria Local Enterprise Partnership (LEP) is providing a strategic lead on all activities contributing to the county's economic growth.

Working with our partners, we are investing over £60 million in the Cumbrian economy to stimulate economic growth.

We work to build a strong economy by tackling barriers to sustainable growth and supporting job creation for the future prosperity of communities across Cumbria.

Cumbria LEP is also working with businesses and the public and voluntary and community sectors to develop 'Restart, Reboot, Rethink – A Plan for Cumbria's Economic Recovery', an ambitious strategy to ensure that Cumbria recovers from the economic impacts of COVID-19. However, Restart, Reboot, Rethink is about more than just recovering it is about creating a stronger, more resilient economy, which provides opportunity for all. People are therefore at the heart of this, particularly our young people, who are critically important to our economic future. We want all of our young people to have the best career opportunities and to be equipped to secure these – that's where the Careers Hub comes in.

Cumbria Careers Hub

The Cumbria Careers Hub plays a central role in helping us to deliver on this ambition, bringing together an innovative partnership of schools, Colleges and employers to develop world class careers education for young people across Cumbria. We are a small team, a Hub Lead and 4 Education and Business Careers Co-ordinators (EC in short) including you.

The Hub is supported by the Careers and Enterprise Company (CEC), which provides a wide range of support and expertise to enable the Careers Hub to drive innovation across the partnership. This partnership approach across the Hub has resulted in significant innovation and strong performance, with the Cumbria Careers Hub being regarded as one of the best performing in the country. However, we remain ambitious and now is the time for the Careers Hub to go even further in supporting our young people to make the right choice in the most challenging of times.

The Careers & Enterprise Company

The Careers & Enterprise Company (CEC) is the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

It has established a network of coordination across England in partnership with Local Enterprise Partnerships, with over 200 full time ECs now working with clusters of c. 20 schools and colleges in "Careers Hubs".

Careers Hubs bring together schools, colleges, employers, and apprenticeship providers in a local area. The goal is to work together and help schools and colleges improve how they prepare young people for their best next steps.

Strategy

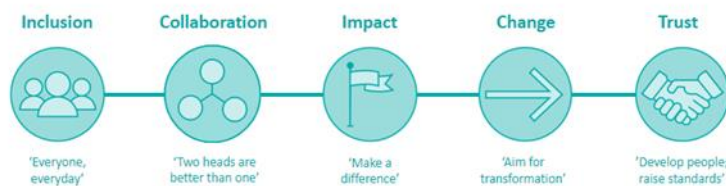
1. To deliver as much impact as possible on the lives of young people
2. To deliver a universal service, but one that targets inclusion and removing barriers for young people

3. To build a system where high impact careers education can continue long into the future

The company is led by Oli de Botton, CEO and former Founder & Head Teacher at School 21 in East London.



To find out more about Cumbria Careers Hub please visit our website www.careershubcumbria.co.uk



Job Profile

Job Title	Careers and Enterprise Coordinator
Location	Cumbria, but there is an expectation that the Enterprise Coordinator will be external facing, attending face-to-face meetings with stakeholders in a range of settings, within the hub boundaries but also at national events
Reporting to	Careers Hub Manager
Direct Reports	None
Salary	£30,000 Full-Time and £15,000 Part-Time
Holidays	25 days + Bank Holidays
Pension	A contributory pension scheme of 5%, 7% or 10% which is matched by CLEP
Term	Fixed Term to 31 st August 2023 with an ambition to extend as part of the government's wider careers strategy in the longer term.

Local Summary

Cumbria Local Enterprise Partnership (CLEP) has developed 'Restart, Reboot, Rethink – A Plan for Cumbria's Economic Recovery', an ambitious strategy to ensure that Cumbria recovers from the economic impacts of COVID-19. However, Restart, Reboot, Rethink is about more than just recovering it is about creating a stronger, more resilient economy, which provides opportunity for all. People are therefore at the heart of this, particularly our young people, who are critically important to our economic future. We want all of our young people to have the best career opportunities and to be equipped to secure these – that's where our Enterprise Co-ordinators come in.

Key Responsibilities

The Careers & Enterprise Company (CEC) is the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education. Careers Hubs bring together schools, colleges, employers, and apprenticeship providers in a local area. The goal is to work together and help schools and colleges improve how they prepare young people for their best next steps.

Strategy

1. To deliver as much **impact** as possible on the lives of young people

2. To deliver a universal service, but one that targets **inclusion** and removing barriers for young people
3. To build a system where high impact careers education can continue long into the future

Scope and Purpose of the role

The Careers & Enterprise Coordinator (EC) sits at the heart of the local Network to help schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

The main responsibilities include but are not limited to:

Establishing and developing your Network

- Establishing and growing the Network locally by engaging and supporting a caseload of c.20 schools and colleges. Ensure all institutions are matched with an Enterprise Adviser (EA)
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the caseload.
- Leading and coordinating relationships between the EA, the school/college and the wider Network with a focus on impact, successful transition and destination outcomes for young people.
- Ensuring all schools and colleges are self-assessing their careers programme using CEC digital tools, driving Gatsby Benchmark performance and that all young people are receiving help from high quality careers education.
- Acting as an ambassador for The Careers & Enterprise Company (CEC) including raising the profile of the Network through communication and marketing channels to engage with key local stakeholders.
- Sharing learning from The CEC by delivering CPD sessions to education and business audiences.

Enterprise Advisers

- Leading on the recruitment of Enterprise Advisers, encouraging equality, diversity & inclusion in the recruitment process. Implement measures for tracking the representation of local growth sectors within the EA community.
- Successfully match Enterprise Advisers to schools and colleges within the Network and provide on-going support to EAs in scoping, identifying, and addressing the needs of their matched school or college.
- Responsible for the induction and on-going training / continuous professional development of Enterprise Advisers.
- Responsible for tracking and completion of all DBS checks for EAs prior to them working with a school/college.
- Create a community of practice where EAs are supported, developed, and provided with opportunity to network and share their experience.

Building Careers and Enterprise Networks – working nationally, tailoring locally.

- Supporting EAs and Careers Leaders including induction and training, coordinating network meetings, and identifying and delivering ongoing training to meet individual EAs and CLs development needs.
- Organise and attend regular school/college meetings that are outcome focused to ensure progress is being made across all benchmarks and all priorities addressed.
- Building and understanding the local context of careers provision and providers including National Apprenticeship Service, National Careers Service, and Job Centre Plus.

- As per The CEC reporting cycle, contribute to the monitoring and impact tracking of the Network.
- Attending The CEC national and local training events and meetings.

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 practice examples, emerging guidance and legislation
- 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 CEC.

Qualifications and 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 background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or 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.
- A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.

Skills and core competencies

- 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.
- 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, managing relationships with many stakeholders, and adapting conflicting priorities and deadlines
- Able to think and plan strategically to measure and drive performance.
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment.
- Competent use of a range of digital and IT and social media platforms to improve and raise awareness of the direct impact of the network.

Job Profiles are not part of the terms and conditions of employment and may be subject to change.

Equality Statement

CLEP is committed to representing the communities that we serve and creating a diverse and inclusive workforce, which allows people to succeed on merit. CLEP aims to go beyond compliance with equality legislation. It aspires to be a champion of best practice in all aspects of equality, diversity and inclusion, and seeks to create an inclusive working where all are equally valued. We therefore welcome all candidates regardless of their sex or gender reassignment; marital status (including civil partnership); sexual orientation; race, language, ethnic or national origins and nationality (including citizenship); religious belief; disability and / or medical conditions; age; and whether they have dependents.

How to apply

You should submit your CV together with a covering letter outlining why you are interested in the role and why you are suitable for it to Cath.Dutton@thecumbrialep.co.uk by **12 noon 14 September 2022**. Interviews in person will be held 23 September 2022, please keep this date free in your diary to help with interview planning. All applications will be acknowledged and you will hear the outcome of your application by the end of 16 September. In completing your application, you must tell us how you meet the essential qualification, experience, skills and qualities outlined in the Job Specification. To find out more about the role please feel free to call Cath Dutton on 07795402044.