



CLEP
CUMBRIA
LOCAL
ENTERPRISE
PARTNERSHIP

**THE CAREERS &
ENTERPRISE
COMPANY**

Careers & Enterprise Programme Administrator 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: 5pm 16 November 2022

Interview date: 24 November 2022

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The Role

The Programme Administrator sits at the heart of the Careers Hub and the Careers hub helps schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

Working closely with the Careers Hub Manager, and the Enterprise Coordinators you will provide programme administration support to the team.

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 where required.

The position is full-time, but for the right person we can consider a part-time contract.

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. People are therefore at the heart of this, particularly our young people, who are critically important to our economic future. We want all 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 Manager and 2 Enterprise Co-ordinators (EC in short) and 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.

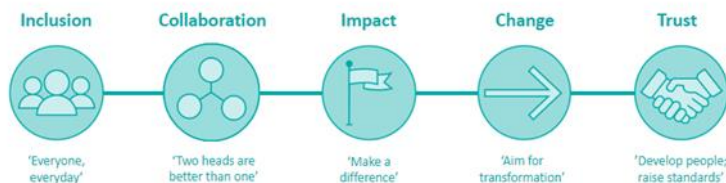
The Careers & Enterprise Company

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.

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



Job Profile

Job Title	Programme Administrator
Location	Penrith or home, there is an expectation that you will be external facing, and on occasion attending face-to-face meetings with stakeholders in a range of settings, within Cumbria, but also at occasional national events
Reporting to	Careers Hub Manager
Direct Reports	None
Salary	£22,000 Full-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

Local Summary

Cumbria LEP (CLEP) is widely regarded as a high-performing Local Enterprise Partnership with a passion for supporting growth in our economy and businesses.

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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 Programme Administrator sits at the heart of the Careers Hub Team to support the Enterprise Coordinators and the Careers Hub Manager helping 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:

- Supporting the team in setting up school/college meetings (each school/college Career Leader should meet with a member of the team at least once a term)
- Providing the support resources for schools/colleges to help them deliver their careers programme
- Arranging our cluster group meetings once a term (Mainstream School, Inclusion Community of Practice and Further Education cluster) circulating agendas, managing attendance, taking and distributing minutes and monitoring actions
- Delivering the Careers Hub Communications Plan with schools and colleges, Enterprise Advisers, Stakeholders and on our Careers Hub Website and social media platforms including LinkedIn
- Setting up and managing the Careers Hub CPD sessions for our schools and Enterprise Advisers
- Working with the available data to help prioritise activity to support institutions and hit agreed targets in partnership with the team
- Supporting the design and delivery of the Careers Conference in February with partners and the team
- Supporting the delivery of the Teacher Encounter Project in partnership with the team.
- Providing support to the three task and finish groups detailed in the Careers Hub strategic plan
- Building and maintaining effective relationships with stakeholders
- Acting as an ambassador for Cumbria LEP and the Careers & Enterprise Company (CEC) including raising the profile of the Network through communication and marketing channels to engage with key local stakeholders
- Building an understanding of the local context of careers provision and providers including National Apprenticeship Service, National Careers Service, and Job Centre Plus
- Contributing to the monitoring and impact tracking as required
- Attending The CEC national and local training events and meetings where appropriate.

Skills and core competencies

- Demonstrable experience of engaging and building effective relationships with stakeholders and colleagues
- Strong prioritisation and planning skills and the ability to work as part of a team and with the ability and confidence to work alone
- Ability to resolve problems when they arise
- 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
- 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.

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 how you meet the skills and core competencies in the Job Profile to Cath.Dutton@thecumbrialep.co.uk by **5pm 16 November 2022**. Interviews in person will be held **24 November 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 17 November 2022. To find out more about the role please feel free to call Cath Dutton on 07795402044.