

### **Enterprise Coordinator (Bedford Borough)**

**Salary:** £35.5k-38.5k (dependent on experience) + 25 days holiday + bank holidays + 6% emp pension.

**Hours:** 37.5 hours per week, Monday to Friday. Flexible working applications would be welcome.

**Contract Type:** This contract will initially be until 31 August 2024; extension will be subject to continued funding.

**Reports to:** Operational Hub Lead

**Location:** Hybrid/SEMLEP, Cranfield Innovation Centre, Cranfield, Bedfordshire, MK43 0BT

#### **Recruitment timetable:**

|                 |                             |
|-----------------|-----------------------------|
| Closing date:   | 9am on Tuesday 20 June 2023 |
| Interview date: | 29 June 2023                |
| Start date:     | ASAP                        |

#### **Job Summary**

Set up by government in 2011, the South East Midlands Local Enterprise Partnership (SEMLEP) has a central role in determining local economic priorities and undertaking activities that promote strong and sustainable economic growth and job creation.

We are a public-private partnership, working in collaboration with organisations from across the South East Midlands building a talent pipeline of skilled people (visit [semlep.com](http://semlep.com)). One of our partners is The Careers & Enterprise Company (CEC), a national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

South East Careers Hub Launched in February 2023 and supports schools, special schools and colleges across the South East Midlands. 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 through:

- Delivering as much impact as possible on the lives of young people
- Delivering a universal service, but one that targets inclusion and removing barriers for young people
- Building a system where high impact careers education can continue long into the future

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

This position will be supporting schools/colleges within Bedford Borough area.

#### **Key responsibilities:**

##### **Developing a Network**

- 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.
- Induction and on-going training/continuous professional development of EAs.
- Responsible for tracking and completion of all DBS checks for EAs
- 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.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

### Person Specification

| Attributes                        | Essential   | Desirable   |
|-----------------------------------|---|---|
| <b>Experience &amp; Abilities</b> | <ul style="list-style-type: none"> <li>• Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.</li> <li>• A strong background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or careers sector.</li> <li>• 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.</li> <li>• 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.</li> </ul>   | <ul style="list-style-type: none"> <li>• Demonstrable experience of engaging and building relationships with leaders from schools, colleges, and businesses.</li> <li>• A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.</li> </ul> |
| <b>Skills and Competencies</b>    | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.</li> <li>• Proactive, with the ability to work independently, prioritising a busy workload, managing relationships with many stakeholders, and adapting conflicting priorities and deadlines</li> <li>• Able to think and plan strategically to measure and drive performance.</li> <li>• Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment.</li> <li>• 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.</li> </ul> |   |
| <b>Other Requirements</b>         | <ul style="list-style-type: none"> <li>• Presentable and professional at all times.</li> <li>• A full, clean UK driving licence with access to a vehicle</li> </ul>   |   |

### How to Apply

Application is by CV and a cover letter outlining the reasons for your interest in this position and why you believe yourself to be suitable in line with the person specification. To assist us with effectively monitoring Equality and Diversity, please also complete our Equality and Diversity form which can be found on our website <https://www.semlep.com/work-with-us/>.

These should be submitted by 9.00am on Tuesday 20 June 2023. Please submit your application by email to [emma.panter@semlep.com](mailto:emma.panter@semlep.com).

If you would like a confidential discussion about the role, or if you would like further information or have any specific access requirements to enable you to complete the application process, please contact Mandy Green on 07713 278498 or email [mandy.green@semlep.com](mailto:mandy.green@semlep.com).

We are committed to attracting, recruiting and developing a diverse workforce that reflects the diversity of the South East Midlands population our work is aimed at. Our vision is to embed equality and diversity into our day-to-day business and create an inclusive working culture where everyone is treated with respect and dignity and feels valued. We recognise the value of having a diverse workforce to achieving SEMLEP's vision and the need to promote equality of opportunity in all aspects of employment in order to support each individual to achieve their full potential. We welcome applications from all backgrounds regardless of age, disability, faith, gender, gender reassignment, pregnancy/maternity, race or sexual orientation, marriage and civil partnership and we would consider applications on a part-time, compressed hours or job share basis.