



Ambitious



Trusted



Collaborative



Innovative



Effective

Job Profile

Job Title	Network Programme and Data Officer
Location	Central London
Reporting to	Network Operations Manager
Term	Perm
Salary Range	£34,000 per annum
Pay Level	

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Do you want to be part of a mission-driven team focused on transforming young people’s lives? If so, we’d love to hear from you!

Role Summary

This role is critical in supporting the smooth running of the Network of Careers Hubs and Enterprise Adviser Network, the backbone of the CEC’s operations, through which we deliver to all our schools through Local Enterprise Partnerships, Combined Authorities and Local Authorities.

As Network Programme and Data Officer you will work to the Network Operations Manager to ensure that accurate data is maintained on membership of the Network and provide analysis and forecasting to support the growth and development of the Network of Careers Hubs and ongoing operational delivery. You will pride yourself on producing robust and accessible data with clear reporting on findings that can be presented at a senior level. The role is key to ensuring that the programme achieves its KPIs and meets the Grant Funding Agreement requirements held with the Department for Education.

You will contribute to building exceptional stakeholder engagement, leading on some aspects of reporting, supporting with communications, and maintaining and analysing records of key aspects of performance to produce meaningful insights into performance, improvements and what impact has been made.

Internally you will work closely with the team of Regional Leads, Area Managers, the Digital and Data Team, as well as the Business Partnerships and Education Development teams to support delivery of the Network on the ground, to identify opportunities to improve processes and collate evidence of the impact of the Enterprise Adviser Network and Network of Careers Hubs.

Key Responsibilities

The main responsibilities include but are not limited to:

Information, data management and driving excellence:

- Managing and maintaining programme data, ensuring that it is accurate, and using it to report to the team
- Gathering and analysing management information relating to the programme and providing short reports describing findings to various stakeholders
- Designing the best method to collect data and to disseminate findings, with data protection considerations embedded in any decisions

Elevating examples of great practice:

- Lead on using strategic reports shared with CEC to highlight examples of good practice. Meaningfully aggregate highlights or trends into reports for the team
- Identifying evidence of good practice to develop into comprehensive, theme-based external-facing stories of impact that showcase the value of the Network in driving excellence in careers provision
- Liaising with partner organisations and other stakeholders on data queries and to gather more evidence to tell the stories behind the data

Continuous Improvement:

- Ensure all Network team processes are documented and reviewed regularly to improve operational efficiency
- Re-engineering processes as needed to drive uplifts in performance, compliance or collaboration
- Internal “customer service” focus, ensuring that where activities can more efficiently be centralised, that this is carried out on behalf of the wider team
- Maintaining strong knowledge retention across all Network projects and reporting so that best use is made of the increasing knowledge gained by the team

Network Operations:

- Undertaking ad-hoc projects and activities that support the company’s overall aim of preparing young people for their best next step
- Providing support on key Network communications, including responding to queries to mailboxes, contributing to the community of stakeholders using the discussion “Forum” and the newsletter
- Attending internal and external events, conferences, and meetings to represent the programme

Qualifications and experience required

Essential:

- Exceptional Excel skills
- Experience of managing large volumes and data and identifying the key aspects to report on
- Strong written skills with experience of writing reports for senior stakeholders
- Highly organised and great attention to detail
- Flexible with a “can do” attitude in taking on ad hoc tasks
- Proactive team member

Desirable:

- Stakeholder engagement experience
- Experience of working in busy and fast-moving startup or SME environment would be desirable
- Understanding of data protection good practice

Skills and core competencies

- Energetic and adaptable
- Analytical and able to elicit key evidence from data
- Collaborative and good at building relationships with colleagues, partner organisations and beyond
- An excellent communicator in writing and verbally; confident working with individuals at all levels
- Customer service focus, with a can-do attitude

Our culture at CEC is underpinned by the following core values:

- Collaborative
- Effective
- Trusted
- Innovative
- Ambitious

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