Appointment details

Careers & Enterprise Company
Director of Education

Closing date: 20th May 2018
CANDIDATE BRIEF

Director of Education
Careers and Enterprise Company

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Welcome Letter from the Chief Executive Officer – Claudia Harris

Thank you for your interest in the role of Director of Education in the Careers and Enterprise Company. This is an exciting opportunity to join the Senior Leadership Team of an organisation that aims to radically improve careers and enterprise support for all young people.

The government’s Careers Strategy launched in December 2017 presents an opportunity for schools, colleges, independent learning providers, universities, employers and businesses to come together and build on the remarkable momentum that is growing in the careers space to transform the support we offer to young people.

Work by The Gatsby Charitable Foundation has laid out a blueprint for best practice which has galvanised efforts by educators and employers alike. Leading business organisations have come together behind the need to provide young people with multiple high-quality encounters with the world of work. 1,800 schools have diagnosed their performance against the Gatsby Benchmarks through our Compass self-assessment tool. Our Enterprise Adviser Network of 125 Enterprise Coordinators are working with over 2,000 schools, colleges and Enterprise Advisers (senior business volunteers) to build on strengths and fill gaps in careers provision.

As a consequence of this effort, we are seeing positive progress. In the last two years, on average schools and colleges that are part of the Enterprise Adviser Network are reporting 50% more employer encounters for their pupils. Performance against the Gatsby Benchmarks has improved in schools across the country. A set of schools have emerged which are delivering at this world class standard and can lay out the path to success for others.

We have funded over 100 outstanding careers and enterprise programmes to expand high quality support to young people, in areas of the greatest need and have also leveraged over significant match funding from other funders, allowing more young people access to inspiring encounters. Research has the potential to end frustration and spur action. That is what The Gatsby Charitable Foundation’s work has done, now supported further in the government’s Careers Strategy. We place evidence at the heart of what we do.

At The Careers & Enterprise Company we are proud to play a role in this positive change. Our Careers Strategy implementation plan sets out our approach to delivering the Careers Strategy. The goal of this work is to improve outcomes for young people across England and we will measure impact relentlessly. The government’s Careers Strategy is fast-paced. We welcome this. We think it is urgent to build on the momentum that is growing in this country to help all young people achieve the futures they deserve and set up our economy to flourish and thrive.

We need to build this movement, engage every school and college, and provide them with the tools and resources to make best practice a reality. The Director of Education will be critical in making this happen, shaping our thinking, removing barriers to engagement and delivery, and most importantly help all young people reach their full potential.

Claudia Harris, CEO, Careers and Enterprise Company
Fuelling young people's futures

- **Local Enterprise Partnerships** oversee the network locally
- **Employers** help young people get 4 or more encounters with the world of work
- **Careers programme providers** deliver high-impact careers and enterprise programmes
- **Enterprise Coordinators** connect schools and colleges with employers and providers
- **Enterprise Advisers** (senior business volunteers) work in partnership with schools and colleges to develop a careers plan and connections
- **Schools and colleges** work with Enterprise Coordinators and Enterprise Advisers to get their young people the careers and enterprise support they need
- **Young people** are prepared and inspired for the future

**INVESTMENT**
Investing in high-impact programmes where they are needed most

**RESEARCH**
Bringing together sector-leading insights
Job Description and Specification
Director of Education

Location: Central London (with travel across England)
Reporting to: COO
Direct Report: c.2 – (overall team of c.6)
Term (Temp/Perm): Permanent
Salary range: £70,000 - £80,000

Overview

At the Careers & Enterprise Company we believe that all young people deserve the best start to their working lives. But with rapid technological development bringing changes to the labour market, coupled with an evolving educational system, many young people are left overwhelmed and uncertain about the choices they face.

The Careers & Enterprise Company exists to prepare and inspire young people for the fast-changing world of work by creating career opportunities and connections to potential employers. To do this, we have established a national network to connect schools and colleges, employers and career programme providers. We are working on the ground with these schools and colleges to help create high-impact careers opportunities for young people.

Created as a social enterprise in 2015, The Company blends expertise from education, business, the private sector, third sector, academia and government to help young people to build a rewarding career. We are committed to collaborating with others and our network is growing rapidly. We are already working with half the schools and colleges in England and through our investment funds, are on course to provide 500,000 young people with opportunities to interact with employers.

The Government’s new Careers Strategy, launched in December 2017, puts us at the heart of driving forward careers provision for young people, giving us a core role in the implementation of the strategy.

Our four pillars of work are:

1. **Building local networks**: We are building a national network in collaboration with Local Enterprise Partnerships that connect schools and colleges to employers across the country.

2. **Finding out what works**: Our research draws together what is known about the best ways to prepare young people for the world of work.

3. **Backing proven ideas**: Our investment funds help the best ideas spread quickly and to develop best practice through the programmes.

4. **Supporting careers and enterprise with technology**: We are developing a digital infrastructure to help schools and colleges to optimise their careers and enterprise provision.

Christine Hodgson, chairman of Capgemini, is our Chair. Other Board members include Lord Young, former Enterprise Adviser to the Prime Minister, Steve Holliday, former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL and Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince’s Charities. The company is led by Claudia Harris, CEO and former partner at McKinsey.
Role Summary

The Director of Education is a critical new role for the Company, sitting on our Senior Leadership team and leading all our engagement with, and resources for, the education sector. We are looking for an inspirational leader who is engaging with stakeholders and supportive of their team, and a strong project manager, able to scope, manage and deliver key projects and resources to drive effective and efficient delivery.

Working with the COO, you will shape and deliver the Education Strategy. You will play a key role in the Company, bringing an understanding of the education landscape, relevant changes and scoping our role in responding to that landscape. In delivering our strategy you will be responsible for engaging senior education stakeholders from Ofsted to MAT Chains to Teaching Unions, building partnerships with them to deliver mutual benefits and reach the ambitious targets set out by our Implementation Plan as we look to support schools and colleges to deliver major elements of the Government’s Careers Strategy. You will build a community of Ambassadors from the education sector who will support raising the profile of the importance of careers and enterprise and driving engagement from schools and colleges at a local level. Finally, you will oversee our Centres of Excellence team, creating and commissioning the resources which support our stakeholders to enable schools and colleges to deliver best practice in careers and enterprise.

Key Responsibilities

Stakeholder engagement

- Be the Company’s overall key point of contact for England’s schools, colleges, PRUs, MAT chains, Regional and National School Commissioners, OFSTED and Teaching Unions, building a strategy to provide the right level of engagement through regional and local teams.
- Build and manage relationships with a wide range of stakeholders across the education spectrum to build awareness of the Company’s work, shape future delivery, and encourage uptake of the Enterprise Adviser Network, our tools and resources and Careers Leader training.
- Develop and deliver a clear proposition to engage each segment of our Education stakeholders, for example engaging MAT Chains in our work, ensuring we can drive maximum progress in careers and enterprise provision in these networks, and best equip Enterprise Coordinators and Advisers to engage them locally, or ensuring we have a bespoke proposition for colleges which adds value to their existing work in the careers and enterprise space. Work closely with the Director of Operations (Network) to ensure these relationships are translated into effective on-the-ground delivery.
- Work with the Regional Leads to embed strategic education relationships into the delivery network, monitor the impact of these relationships to be able to support the strategic stakeholders to understand the impact of their involvement. Manage key strategic partnerships e.g. our relationship with ASCL (The Association of School and College Leaders) to deliver the maximum mutual benefit for both organisations.
- Lead and support our network of Ambassadors and Advisors through our Headteacher Advisory Group. Empower these Ambassadors to grow our network, reach and impact locally. Enable them to shape our future thinking.
- Build relationships with all Lead Schools supporting the ‘Careers Hubs’ around the country, create a community of schools and colleges from Hubs sharing best practice and learning against the Gatsby Benchmarks.
- Represent the Careers & Enterprise Company at external events and initiate and manage Company-led events to support the Company’s delivery in schools and FE colleges.
• Work with the Marketing & Communications team to create the communication and collateral required to engage education stakeholders and showcase the work of your stakeholders in delivering our mission, shining a light on best practice schools and colleges.
• Oversee the delivery of our youth engagement strategy, ensuring young people shape our work.

Understanding the education landscape and scoping the Company’s role

• Act as a subject matter expert in the Company and at SLT level, ensuring the Company are up to date on the latest changes in the Education landscape and understand how they impact our work.
• Assess opportunities and scope new projects to respond to changes to our remit or to the landscape.
• Provide expert input into key areas of work for The Company, supporting our operational teams.
• Work with the Educational Policy Lead to ensure that the Network is kept up-to-date on developments in educational policy and any adjustments in local delivery can be made quickly and effectively.

Developing resources and removing barriers to engagement

• Create a simple, user-friendly crisp offer to all schools, colleges and broader education stakeholders.
• Create and maintain a user-driven navigable library of best practice resources to support schools and colleges to deliver best practice in careers and enterprise, identifying best practice already in existence and commissioning new resources where there are gaps.
• Identify, capture and share careers and enterprise related best practice from schools and colleges using the appropriate processes and channels for communication and dissemination.
• Based on evidence and Network feedback, identify barriers to achieving the Gatsby Benchmarks and work to remove these at a national level.
• Work with the L&D Manager to ensure Enterprise Coordinators, Hub Leads and Careers Leaders are equipped with the training, tools and resources they need to deliver their roles effectively.

Team leadership, development and governance

• Manage and support a small team to effectively engage and support the education sector, and those who support them on careers and enterprise.
• Establish the team as the ‘go to’ experts within the Company for other teams, providing education expertise and removing barriers to delivery to enable schools and colleges to deliver best practice.
• Manage the Education budget, ensuring resources are spent down in line with plan and meet value for money criteria.
• Oversee the milestone plan for the team, ensuring it is up-to-date and risks and dependencies are flagged and addressed early, escalating further where required. Support the Network team to tackle risks in the Network by responding rapidly where the education team can support.
• Prepare reports, briefs and project proposals for the COO and CEO, CEC Board, Government, Ambassador and Advisory Groups on your areas of work.
• Undertake ad hoc projects and activities to support the company’s overall aim of preparing young people for the world of work.

Job Requirements / Specification

Qualifications & Experience required:

• Previous experience within the education sector and a sound understanding of the current challenges in the careers education landscape.
• Experience of successfully mapping, developing and managing stakeholder relationships at the most senior level, building partnerships and delivering impact as a result.
• Previous experience of developing and/or engaging senior education stakeholders in specific education initiatives.
• Demonstrable experience of creating engaging, high quality resources to support others to create and embed change.
• Previous experience of scoping new propositions and areas of work, responding to user-need and scope changes.
• Proven track record of managing multiple projects to time and budget.
• Experience of managing a team.
• Teaching experience at a senior level preferred.

Skills & Core Competencies:

• Collaborative and good at building and managing stakeholder relationships at all levels – both externally and internally.
• An excellent communicator with good interpersonal skills, confident working with individuals at all levels, presenting to a variety of audiences, and with the ability to influence others.
• The ability to influence others to implement change and achieve greater impact by getting stakeholders to work together.
• Solutions-orientated individual who can mobilise people to deliver results.
• Team player who supports and develops others to perform at their best. A leader, who has the ability to build and manage a high performing team.
• Analytical, detail-orientated individual who can use data to influence stakeholder engagement, resource creation and projects.
• The ability to identify and manage risk and assure quality of our work.
• Pragmatic and adaptable with the ability to deal with significant levels ambiguity and effectively manage through conflict.
• Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders.
## Terms and Conditions

This is a permanent appointment for a Director of Education

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<th>Remuneration</th>
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| Location     | This potholder will be based at 2-7 Clerkenwell Green, London, EC1R 0DE. While remote working is possible, this post is largely office based. |

| Restrictions | None |

| Annual Leave | There will be 25 days’ annual leave paid, as well as the closure period between Christmas and New Year, which is given in addition to annual leave. Plus, eight days’ public holiday. We also allow staff to take 5 volunteer days a year. |

| Conflicts of Interest | If you or your partner has any actual or potential conflict of interest with the activities of CEC, this should be declared in your application form |

| Appointment and Confidential | The offer of a job will be made subject to satisfactory references and any required pre-employment check, which may include a DBS check depending on the post. |
Equal Opportunities

The Careers and Enterprise Company is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the company’s objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation.

Under the terms of the Equality Act 2010 and the former Disability Discrimination Act 1995 we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

How to apply

If you are interested in being considered for this role, please send your up to date CV supported with a covering letter to hr@careersandenterprise.co.uk.

If you have any questions or would like to discuss the post, please contact HR on 0207 566 3400.