

The role of the Enterprise Adviser

Enterprise Advisers are the cornerstone of The Careers & Enterprise Company's national programme. They are a nationwide network of high calibre volunteers with experience of employment or self-employment. Enterprise Advisers work closely with the headteacher or Senior Leadership Team of a school or college to provide strategic support. They bring their business experience and professional networks to help develop and implement an effective strategy that puts opportunities with local employers at the heart of a young person's education.

Main purpose of the role

Supported by an Enterprise Coordinator (EC), the Enterprise Adviser (EA) will work closely with the senior leadership team of a specific school or college to:

- Support the development of a school or college strategic plan to ensure every young person receives meaningful employer encounters and workplace experiences
- Provide access to their local business network and encourage more business involvement and engagement
- Help schools and colleges to focus efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people

Activities

The EA will work with a school or college on a one to one basis. The EA will be matched and introduced to that school or college by the EC.

The Enterprise Adviser will:

- Be committed to supporting a school or college for at least 1 academic year to ensure there is time to build a relationship, understand the challenges and opportunities and take action. The majority of our Enterprise Advisers continue their role after the first year
- Be committed to volunteer sufficient time with their school or college to achieve positive change. The Careers & Enterprise Company give a guide of one day per month (or around two hours per week). However, this is not taken in bulk and will vary according to the meetings scheduled with the school and often includes travel, planning time and remote support
- With the support of the senior leadership team, develop, shape or add value to the school or college's careers, enterprise and employer engagement strategy.
- Working with the EC, conduct an initial Compass evaluation and support the school or college in identifying priority areas for support
- Ensure that the school/college they support use our Tracker tool to record and manage their careers plan for the year
- Use their contacts to encourage a wider group of employers or the self-employed to work with the school or college to help them enhance their careers, enterprise and employer engagement strategies

- With expert knowledge of their sector, commit to developing a good understanding of the wider employment base in their locality
- Engage in the Local Enterprise Partnership (LEP) Enterprise Adviser induction programmes
- Join the LEP Enterprise Adviser Network group and attend the network meetings
- Share best practice across the Enterprise Adviser Network (EAN) and provide support to other EAs
- Utilise the resources provided by the EC
- Promote the role of EAs amongst existing contacts and networks to contribute to the recruitment of new EAs

Enterprise Advisers will not:

- Use their position to promote or sell services of any sort to schools or colleges
- Duplicate existing activity; they will be mindful of other organisations working locally and be clear that their role is complementary to any existing activity
- It is important that there are no conflicts of interest

Skills and experience

Enterprise Advisers will be:

- Drawn from the world of work (businesses and the public sector, organisations of all sizes including the self-employed)
- Passionate about motivating young people, supporting independent choice, and supporting positive outcomes for young people
- Able to work effectively with employers and schools and colleges
- Well connected to employers of all sizes and the self-employed and have established networks and contacts which they are willing to share
- Have a sound knowledge and understanding of the needs of the local labour market and a willingness to promote these
- Motivated to lead engagement with schools and colleges in the local area and help them understand how effectively they are motivating young people and preparing them for the world of work
- Have knowledge of the support available in local area and an understanding of how young people, the school and college could benefit from this support

All Enterprise Advisers must be DBS checked. If you have any queries regarding the DBS check process, please contact your local Enterprise Coordinator.