

The role of the Enterprise Coordinator

The Enterprise Coordinator (EC) will sit at the heart of a local cluster system to help schools and colleges improve their careers and enterprise activities and to engage with the world of work.

Working closely with the Skills Lead, the EC will ensure the Enterprise Adviser Network (EAN) is embedded into the Local Enterprise Partnership's (LEP) skills strategy and make it easier for employers and the self-employed to engage with schools and colleges. Through establishing the local and national contexts the EC will focus everyone's efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people.

Activities

Supported by a Regional Lead, LEP Skills Lead, Hub Lead or Senior Enterprise Coordinator, the EC will;

- Establish and develop the EAN governance within the LEP and grow the EAN locally by engaging and supporting a cluster of 20 schools and Enterprise Advisers (EAs).
- Build and maintain effective relationships with senior leaders in local schools and colleges within the cluster, understand their development needs and support EAs in scoping, identifying and addressing these needs.
- Recruit senior level EAs from local businesses and successfully match them to schools and colleges within the EAN.
- Acting as an ambassador for The Careers & Enterprise Company including raising the profile of the EAN through utilising existing communication and marketing channels to engage with key local stakeholders.
- Provide ongoing support to EAs including induction training, coordinating termly EA network meetings and identifying and delivering ongoing training to meet individual EAs development needs.
- Support The Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the LEP and local EAN and providing feedback on them to your Regional Lead and The Careers & Enterprise Company Investment Team.
- Build and understand the local context of careers provision and providers including; National Apprenticeship Service, National Citizen Service, and Jobcentre Plus and how these fit with the national context.
- As per The Careers & Enterprise Company reporting cycle, contribute to the monitoring and impact tracking of the EAN by submitting an accurate and up to date version of the EAN register by the monthly deadline and ensuring that the schools and colleges you support complete Compass and Tracker.
- Attend The Careers & Enterprise Company EC national and local CPD events and meetings to keep up to date with developments and share best practice
- Keep up-to-date on the progress and success of the EAN and share this knowledge across the local and national network, through case studies, Facebook Workplace and at EC Development events.

- ECs support the roll out of CEC digital products into schools and colleges. ECs will be required to keep up to date with new features as they are released.
- Support the uptake of Careers Leaders training.

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