

## **Job Description**

<b>Job Title:</b>	<b>Careers Guidance Facilitator - Career Benchmarks Pilot Project</b> (Fixed Term until 31 December 2017)
<b>Service:</b>	<b>North East Local Enterprise Partnership</b> (North East LEP)
<b>Responsible To:</b>	<b>Skills Programme Manager</b>
<b>Salary:</b>	<b>North East Combined Authority Grade 12/13- £43,715 – 49,804</b>
<b>Host Employer:</b>	<b>North East Combined Authority</b>

### **Primary Purpose**

To develop, implement and manage a careers benchmarks pilot project funded by the Gatsby Foundation, supporting delivery of outstanding careers education and information advice and guidance (CEIAG) in schools and colleges and enabling better links between education and employers.

### **Scope**

The development and delivery of effective CEIAG is an essential enabler in delivering the North East Strategic Economic Plan which places young people at the heart of its ambition to create more and better jobs.

There is a commitment to developing a coherent and effective local approach to career education and investment in building on existing school-business relationships to ensure all young people are exposed to business and enterprise.

In 2014, the Gatsby Foundation published Good Careers Guidance Benchmarks report ([link](http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf)) (<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>) which established **eight benchmarks** that identify different dimensions of good career guidance:-

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

The Gatsby foundation and the North East Local Enterprise Partnership are now partners in an exciting pilot project to test the benchmarks in action.

### **The pilot**

North East schools and colleges will be leading the development of practice which will have national profile.

Over two academic years (15/16-17/18), Gatsby will invest in activities to support up to 14 schools and two FE Colleges in the North East Local Enterprise Partnership area (covering Northumberland, Newcastle, Gateshead, North Tyneside, South Tyneside, Sunderland and Durham) to develop careers guidance and education in their setting by meeting the 'Good Careers Guidance Benchmarks'.

The pilot aims to:

1. Build capacity within and between the pilot schools to deliver consistent, comprehensive and high quality career guidance for all students, meeting the international standards of the Good Careers Guidance Benchmarks.
2. Test the impact of the Good Career Guidance Benchmarks on student outcomes in a diversity of settings over a two year period.
3. Identify the problems and barriers to the comprehensive implementation of the Good Career Guidance Benchmarks within different schools and localities, and identify solutions and opportunities to overcome these issues.
4. Create a sustainable and replicable approach to the implementation of the Good Career Guidance Benchmarks that can be applied at scale in other LEP areas of England.
5. Actively engage business, employers and wider educational institutions to enable young people to explore career opportunities and expand their networks through a wide range of encounters and experiences.

### **Principal Responsibilities**

1. Implement the Careers Benchmarks pilot in accordance with the work plan and direction of the Steering group.
2. Provide strategic leadership to schools and colleges within the pilot to build capacity in the provision of careers guidance and create and implement plans to achieve the Careers Benchmarks in their school/ college.
3. Undertake and review audits of pilot school and college CEIAG activity against the Good Career Guidance benchmarks.
4. Deliver strategic planning and performance management, development of progress measures and other KPIs. Map progress and provide quality assurance measurement.
5. Preparation of at least 10 case studies over the life of the pilot in line with the agreed workplan.

6. Work with an external evaluator to ensure appropriate data and information is collected from schools and colleges.
7. Network with and engage a broad range of stakeholders with an interest in the CEIAG, establishing links with existing North East networks and projects delivering in this field; develop and maintain positive working relationship with project funders.
8. Responsible for providing an effective link between business and education by co-ordinating a cohort of Enterprise Advisors who can enrich careers guidance activity in schools.
9. Ensure that all project activity plans link appropriately and as required with other North East LEP and North East Combined Authority plans as well as National policy developments.
10. Prepare a financial plan for the project. Ensure the efficient and effective allocation and management of project resources and reporting to funder and steering group.
11. Develop and implement the exit/succession strategy to ensure the long-term financial sustainability of Career Benchmarks in the North East.
12. Budget and risk management associated with the overall project.

## **Key Accountabilities**

### **1. Strategic planning**

Development of a clear workplan, including financial plan for agreement and oversight.

### **2. Operational/project management**

Work with schools, colleges, employers, providers and other partners to ensure adherence to agreed targets, timescales, standards and costs.

Ensuring integration of the project workplan with individual school/college development plans.

### **3. Marketing and Communications**

Create, manage and implement a communications plan for the pilot. Effective dissemination of outcomes from the pilot.

Work with providers and specialists to develop on-going plans to promote high and clear awareness.

### **4. Successful implementation of the project management plan**

Manage on-going plans and resources flexibly in line with changing demands.

Provide regular progress reports to the project partners with input to the Steering Group and Advisory Group.

## **5. Management of risk and issues**

Manage all risks, maintaining appropriate risk and issues logs and developing and implementing contingency plans as required.

Support schools and colleges to overcome issues and minimise risk.

## **6. Reporting**

Provide regular and ad hoc reports to the project Steering Group and to line management as required. Progress updates to the LEP's Employment and Skills Board and support LEP reporting to BIS and Cabinet Office. Provide timely reports and information to the organisation conducting the evaluation of the pilot.

## **7. Engagement with partners and stakeholders**

Ensure the development and implementation of an active engagement strategy with interested parties, across businesses, business networks, policy makers and stakeholders to maximise active support for and engagement with schools and colleges.

## **8. Financial Management**

Budget management throughout the project ensure effective financial performance. Overseeing the targeted distribution of grant funding to further achievement of the career benchmarks.

Financial reporting to stakeholders, funders and steering groups.

## **10. Compliance**

Ensure all aspects of the project adhere to data protection, procurement, health and safety and equalities in line with Combined Authority policy.

## **Person Specification**

**Job Title:** **Careers Guidance Facilitator**  
(Fixed Term until 31 December 2017)

**Service:** **North East Local Enterprise Partnership**  
(North East LEP)

### **Experience & Qualifications**

1. Experience of initiating, managing and developing complex projects.
2. Demonstrable experience of working with schools, in particular engaging with school leaders.
3. Demonstrable experience of engaging businesses in an educational context.
4. Experiences of project development and management in a complex multi-stakeholder environment.
5. Experience of partnership working, including negotiating, communicating and joint-working with internal / external organisations to achieve outcomes.
6. An understanding of the needs of North East schools, colleges and businesses.
7. Experience of developing and delivering innovative services.
8. Experience in marketing and promotion of projects and services.
9. Experience of managing contracts.

### **Ability, skills and knowledge**

1. Ability to assimilate new policies and initiatives and to interpret and utilise information and intelligence to develop timely responses.
2. Excellent ability to influence at high level with colleagues such as head teachers, governors and senior local authority figures.
3. Significant experience of initiating, leading and managing cultural change at a senior and strategic level in organisations.
4. Thorough understanding of schools performance analysis and value added targets.
5. Excellent influencing and negotiating skills. Confidently use persuasion, influencing and/or negotiation techniques to influence others in difficult situations.

6. Excellent written communication skills, including the ability to write anything from engagingly brief content to formal Board reports.
7. Excellent interpersonal skills, able to building rapport rapidly and to establish and maintain robust relationships.
8. Demonstrable political sensitivity
9. Effective leadership skills
10. Financial management skills, including performance management of programme finances.
11. Works from own initiative, productively in a pressurised environment. Able to identify areas of need and deliver business change.
12. Problem solving skills, able to use creativity and innovation to generate solutions for difficult issues.
13. Knowledge of governance structures across a range of educational institutions.
14. Knowledge of current CEIAG landscape.
15. Knowledge of LEPs and their role in local economies.

### **Personal Attributes**

1. An enthusiastic and proactive approach to the delivery and requirements of the role.
2. Strong interpersonal skills.
3. Committed to providing educational opportunities for all young people in the North East.
4. Committed to partnership working.
5. Committed to continuous improvement.
6. Committed to Equal Opportunities.