

North East Local Enterprise Partnership

Person specification

Job Title:	Industry Alignment Support Officer
Service:	North East Local Enterprise Partnership (North East LEP)
Responsible To:	Regional Lead: Education Challenge
Host Employer:	North East Combined Authority
Salary:	Grade 7 : £23,111– £25,463
	Fixed Term to December 31st 2019.

Background

The North East LEP leads on the development and delivery of the North East Strategic Economic Plan (SEP), aiming to foster economic growth and the delivery of more and better jobs in the area.

Experience and Knowledge

- Demonstrable experience of engaging and building relationships with education and business.
- A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise education.
- A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector.
- Able to demonstrate an understanding of economic development and regeneration.
- Experience of working with the private and public sectors.
- Experience of working within and supporting multi-disciplinary programme teams.
- Experience of supporting communications' activities across a partnership, including an awareness of social media

Abilities

- Excellent interpersonal skills with the ability to establish effective working relationships with internal and external colleagues and stakeholders;
- Strong written and verbal communication skills and ability to engage a variety of audiences (teachers, employers, students) in a variety of formats;
- Demonstrable experience (or good understanding of) successful project management, including with a variety of stakeholders;
- Good IT skills including use of Microsoft Word, PowerPoint and Excel and file sharing platforms such as Google docs / Dropbox;
- Outstanding organisation, prioritising and planning skills
- Ability to work independently, self-motivated and work on own initiative;
- Ability to work under pressure and to work to deadlines as required;

- Ability to assimilate information quickly and to think logically (work through a process);
- React positively and promptly to changing situations and requirements;
- Experience of event planning, coordination and delivery
- Good understanding of the education sector (experience of working with curriculum staff in schools is desirable).

Personal Skills and Orientation

- You enjoy working with committed people in a friendly and purposeful environment;
- You thrive in small teams and when multi-tasking and juggling competing priorities;
- You are creative and have the discipline to turn collective ideas into reality;
- You can spot opportunities and have the confidence to ask for help from many different people;
- You are passionate about education and creating opportunities for young people.

Appendix

The careers programme, led by the careers leader within the school, will deliver against all 8 Gatsby benchmarks. The Industry Alignment Manager will be aware of the entirety of the programme and will be directed by the careers leader to contribute to and support aspects of this where appropriate. Below provides examples of the types of work that you may be asked to contribute to. This list is not exhaustive.

Benchmark 1:

- Ensure that each & every student accesses and benefits from a provision which meets the Gatsby Benchmarks
- Co-ordinate social media, press releases, case studies and website updates relating to the careers programme to support all stakeholders
- Liaising with a range of external agencies to enhance and support the careers programme (i.e. CEC, Build my Skills, etc)
- Development and delivery of careers education sessions & events to support the careers programme
- Review and development of careers programme with a focus on innovation and strategies to maximise outcomes in benchmarks 4,5&6

Benchmark 2:

- Identify, analyse and summarise relevant sources of LMI for a variety of stakeholders including students, governors, staff and parents
- Develop and deliver of LMI resources/information sessions for all stakeholders
- Ensure that each & every student understands the full range of options ahead of key transition points

Benchmark 3:

- Analysis and reporting on impact of provision to key stakeholders ensuring that outcomes are the same for all groups (specific focus on pupil premium students and eliminating gaps)
- Ensure each & every student has a personalised career pathway
- Responsibility for collating student destination data for a minimum of 3 years

Benchmark 7:

- Work with Future Me and Higher Education institutions to ensure each & every student understands the benefits of Higher Education and the variety of progression routes available to them.
- Ensure that all students have experience of working with Colleges, Apprenticeship providers and Higher Education Institutions
- Begin to develop and co-ordinate an alumni network – seek to integrate alumni throughout the careers programme
- Develop and co-ordinate a team of student ambassadors