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North East
Local Enterprise Partnership



Job Description

Job Title:	Regional Lead – North East Ambition
Service:	North East Local Enterprise Partnership (North East LEP)
Responsible To:	Skills Director
Salary:	NECA Grade 12/13 SCP 52-54 (£48,493- £51,822 pending pay award)
Host Employer:	North East Combined Authority
Term:	Fixed term until March 2021

This post is part funded by the European Structural and Investment Funds 2014 – 2020 and all activity must comply with contractual regulations.

Primary Purpose

To manage the continued roll-out of North East Ambition and the good careers guidance benchmarks, 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 refreshed North East Strategic Economic Plan which places young people at the heart of its ambition to create more and better jobs.

There is a continued commitment to delivering 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](#)) 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 funded good career guidance pilot took place in North East between 2015-2017. The pilot informed the Careers Strategy released in December 2017 and the benchmarks became an integral part of the roll-out of the strategy

Principal Responsibilities

1. Implement the Careers Benchmarks roll-out to every school and college in accordance with the skills strategy and direction of the IAG Steering group across the North East, building on lessons learnt in the pilot and innovation fund.
2. Develop and deliver a regional dissemination strategy for the benchmark framework, building on lessons from the pilot and wider activities. Dissemination will focus on sharing best practice with national stakeholders, and individual schools and colleges across the North East LEP region.
3. To continue to support liaison between the pilot schools and colleges and the pilot evaluators.
4. Provide strategic leadership to schools and colleges across the region to build capacity in the provision of careers guidance and create and implement plans to achieve the Careers Benchmarks in their school/ college.
5. To manage the North East Careers Hub(s) and the team of hub leads and the roll-out of the hub activities
6. To manage the Cornerstone Hub and be the point of contact for other hubs nationally.
7. To manage the implementation of the Career Benchmarks primary pilot across the region and manage the team of facilitators within the pilot.
8. To continue to explore models of whole region support of career guidance, particularly school-led models co-ordinated by the North East LEP.
9. Disseminate the work of the pilot and wider activity both regionally and nationally, focussing on the impact and process of implementing the Gatsby benchmark framework
10. Deliver strategic planning and performance management, development of progress measures and other KPIs. Map progress and provide quality assurance measurement.
11. Network with and engage a broad range of stakeholders with an interest in the CEIAG, establishing links with existing North East, regional and national networks and projects delivering in this field.
12. Provide advisory support to the North East LEP and partners on other key areas of work including the implementation of FE appropriate benchmarks; national use of Compass, improved destination measures and accountability, ensuring accurate information about technical education reform is incorporated into career guidance.
13. Ensure that all project activity plans link appropriately and as required with other North East LEP plans as well as national policy developments.



14. Continue to develop Career Leaders, and other key individuals, from the pilot schools and colleges into a team of national ambassadors and advocates for the benchmark framework.

15. Carry out other work for North East LEP as required.

Key Accountabilities

1. Strategic planning

Development of a clear workplan for the North East Local Enterprise Partnership (based on the Strategic Economic Plan and based on our focus of whole region, school and college using the benchmarks).

2. Operational/project management

Work with schools, colleges, employers, providers and other partners to find practical ways to facilitate the roll-out of the Career Guidance benchmarks and wider North East Ambition focus of the SEP.

3. Marketing and Communications

To work closely with the communication team within the North East LEP to support the implementation of the skills communications plan.

4. Successful implementation of the roll-out project management plan

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

Provide regular progress reports to, as appropriate the North East LEP Board, Employment & Skills Advisory Board, IAG Steering Group and Gatsby.

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 line management as required.

Provide regular progress reports to, as appropriate the North East LEP Board, Employment & Skills Advisory Board, IAG Steering Group and Gatsby (when relevant) Progress updates to Department for Education as required.



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Provide timely reports and information to the organisation conducting the evaluation of the pilot.

7. Engagement with partners and stakeholders

Ensure the further development and continuation 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. Compliance

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