



## **Job Description**

<b>Job Title:</b>	<b>Enterprise Coordinator</b>
<b>Service:</b>	<b>North East Local Enterprise Partnership (North East LEP)</b>
<b>Responsible To:</b>	<b>Skills Director</b>
<b>Salary:</b>	<b>NoTCA Grade N07 (29,361 - 32,670 subject to pay award)</b>
<b>Host Employer:</b>	<b>North of Tyne Combined Authority</b>
<b>Term:</b>	<b>Fixed term until 31 March 2021</b>

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

### **1. Primary Purpose**

The Enterprise Co-ordinator is a pivotal role in North East LEP's North East Ambition Programme. It also plays a pivotal role in The Careers and Enterprise Company's national programme. The Enterprise Co-ordinator(s) will work towards achieving the ambitions set out in the North East Strategic Economic Plan through working on the North East Ambition Pilot Programme.

### **2. Scope**

The Enterprise Coordinator sits at the heart of a local cluster system intended to:

- Help schools and colleges to improve their careers and enterprise activities and to engage with the world of work.
- Make it easier for employers and the self-employed to engage with schools and colleges.

- 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.

### **3. Key Accountabilities**

- Recruit local schools and colleges to join North East Ambition's Enterprise Advisor programme and will then match each school and college with an Enterprise Advisor. Enterprise Advisors are volunteers who have been drawn from local employers or the self-employed who will work with a school or college to support that school or college in developing an effective careers and enterprise strategy.
- Work with SMEs and educational establishments to engage more senior business leaders as Enterprise Advisors from SMEs and match them to schools and colleges who would benefit from their strategic expertise and input.
- Work with schools and colleges and their Enterprise Advisers to conduct reviews of their careers and enterprise strategy and will support the Enterprise Advisor in further developing and optimising this strategy.
- Ensure that the best local careers and enterprise provision is made available to schools and colleges in their area by acting as a core link to existing provision.
- Stimulate more provision where necessary by working closely with the Enterprise Advisors, local employers, and with key partners at The Careers and Enterprise Company.
- Maintain regular contact with senior people across a wide range of partners including:
  - Schools, colleges and employers / the self-employed
  - Local, regional and national skills organisations and education / training providers
  - Business representative organisations and third sector partners
  - The Careers & Enterprise Company

#### 4. Key Responsibilities

- Build effective relationships with local schools and colleges. Understand their needs to ensure the programme has impact and addressed those needs. Engage them in the programme.
- Establish, equip and support a high-profile and high-performing Enterprise Advisor network matched to local schools and colleges:
  - Work with LEP leadership and local employers, the self-employed and employer groups to recruit and establish the Enterprise Advisor network.
  - Introduce and match those Enterprise Advisors to local schools and colleges.
  - Equip the Enterprise Advisors with the resources and contacts that they need to fulfil the role and help them make the best use of the opportunities available.
  - Ensure the experience is managed to a consistently high standard across the cluster.
  - Understand the business and provider offers for schools and colleges in the area and make this knowledge available to Enterprise Advisors and schools and colleges.
- Stimulate even more activity from local employers and the self-employed by engaging effectively and tenaciously with local employers and employers groups (e.g. Chambers, CBI, FSB, IoD).
- Work closely with the Facilitators for the Good Career Guidance benchmarks.
- Harness energy, input and support from all senior employment and education leaders in the area including:
  - LEP Chair, Chief Executive, Skills Advisory Panel.
  - Education leaders (head teachers, college principals, academy chains)
  - Employers, the self-employed and employer groups (e.g. Chambers, FSB, BCI, IoD).
  - Leading providers (e.g. NCS, BITC, EPBs).
- Localise and tailor The Careers and Enterprise Company toolkit, based on knowledge of local context; share best practice and case examples back to The Careers & Enterprise Company.



**European Union**

European  
Social Fund



- Rigorously track impact working closely with North East Ambition programme team and The Careers & Enterprise Company.
- Optimise the performance of the cluster: Set a culture of excellence;
- Closely review whether activities being provided in schools and colleges are meeting; the needs of young people, schools and local economic needs and if not, identify ways to improve that activity.
- Promote and share leading practice across the cluster of schools and colleges.
- Formally evaluate and report progress to board (as appropriate), your local programme board, and The Careers and Enterprise Company.
- Raise the profile of the programme locally through all available channels.
- Ensure effective and broad-based governance of the programme across a range of stakeholders.