

JOB DESCRIPTION

Job Title: Special Schools Enterprise Coordinator and Programme Leader

Area: GFirst LEP - The Growth Hub

Reports To: Senior Enterprise Coordinator

Salary: c£30,000 Dependant on Experience

Contract: 2 Year Fixed Term Contract

Job Purpose/Key Roles:

Working as part of the GFirst LEP organisation you will support the Education Team in engaging and connecting schools and colleges with business and industry across Gloucestershire, focussing mainly on the Special Schools in the network. Within the Careers & Enterprise Company's national Enterprise Adviser Network the Enterprise Coordinator is the pivotal role in motivating, inspiring and supporting young people in making informed choices about their future and help them achieve against those choices.

This role is being jointly funded in partnership with The National Grid, The Careers and Enterprise Company and Gloucestershire County Council to specifically work with local youth groups and SEND stakeholders across the County. One of the key targets is to develop stronger industry contacts that will lead to an increase in Supported Internship opportunities.

Main Duties/Responsibilities/Accountabilities:

- Support the engagement of schools, colleges & business across Gloucestershire to participate in the Enterprise Adviser Network; helping them to improve their careers and enterprise activities and increase their engagement with the world of work.
- Work with volunteer employers, in their role of Enterprise Advisers, to help schools to develop & embed an effective careers and enterprise plan including identification of gaps & the development of solutions.
- To support schools/ colleges in developing & embedding careers programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people.
- To act as a key link to other careers and employability provision and help stimulate more provision through regular contact with senior people across a wide range of partners including:
 - Gloucestershire County Council (GCC) and the Employment and Skills Board
 - Business representative organisations and employers/the self-employed
 - Local, regional and national skills organisations and education/training providers
 - The Careers & Enterprise Company

- To work across partners promoting & facilitating opportunities for joined up working, ensuring the best use of local resources contributing to the Careers, Education, Information and Guidance (CEIAG) agenda.

This role will focus on developing & implementing appropriate employer engagement models for our Special Schools and Alternative Provision settings in line with the outcomes of the Enterprise Adviser Network, Gloucestershire's Careers Offer and Post 16 pathways to:

- Build effective relationships with local Special Schools and Alternative Provision settings to understand their needs & ensure the Enterprise Adviser Network has impact and addresses those needs.
- Understand the business and provider offers in the area and make this knowledge available to Enterprise Advisers and schools and colleges
- Stimulate even more activity relevant to these settings / young people from local employers and the self-employed by engaging effectively and tenaciously with local employers and employer groups
- Engage with school SMT and staff in reviewing/preparing their careers and enterprise plan to enable them to identify where the gaps are and meet the Gatsby criteria / Pathways to Adulthood approach ; using the Careers & Enterprise toolkit resources, working with the Enterprise Adviser and other contacts to make the best use of the opportunities available locally & nationally.
- Support the implementation of new events, activities and resources to 'test and learn'; share best practice and case study examples with The Careers & Enterprise Company, GFirst LEP & GCC
- Rigorously track impact on the performance of the Network and report progress to the LEP, GCC, Employment and Skills Board and The Careers & Enterprise Company.
- Optimise the performance of the school cluster:
- Set a culture of excellence and act as point of contact to promote and share leading practice across the cluster of partner schools
- Monitor quality of provision across the cluster, including the relationship between Enterprise Adviser & school and closely review whether the activities being provided are meeting the needs of young people, schools and local economic needs and if not, identify ways to improve that activity;
- Raise the profile of the Network locally through all available channels.

Key Objectives

The key purpose of the Enterprise Adviser Network is to create powerful, lasting connections between local businesses and the schools and colleges across Gloucestershire. To support this aim the key objectives for the SEND Enterprise Coordinator role are:

- To engage with, and be the main point of contact for, the Special Schools and Alternative Provision settings in Gloucestershire.
- To grow the network of special and mainstream schools promoting the concept of industry engagement and helping to create robust Post 16 pathways to independence and employment
- Review/prepare an appropriate careers and enterprise plan with each setting and staff outlining their provision and employer engagement, to enable them to identify where the gaps are.

- Work through key partners to engage businesses in the Network & develop appropriate & relevant activities such as:
 - a. Subject, class or assembly presentations
 - b. Participation at careers fairs or in speed-networking events
 - c. Participants in mock interviews
 - d. Offers of work placements, visits or tasters for students or school staff
 - e. Enterprise events
 - f. Developing 'REAL' employer led projects to embed in the curriculum.
 - g. Industry Targeted or sponsored 'Dragons Den' type programmes
- Develop and maintain strong links with local education partners, including Gloucestershire County Council's SEND team, Post 16 team and Virtual School with a view to creating career pathways for students and promoting post-16 options for young people with SEND based upon the four transition pathways: Employment and Education, Community, Social and Health
- Support volunteer Enterprise Advisers in their roles in schools & provide help with their training including disability awareness, developing an understanding of the business case for employers of diversifying their workforce and employing people with disabilities.
- Input and maintain a database evidencing the Networks engagement with employers and business and ensure all website information is current and updated
- Support and attend associated events and meetings e.g. careers fairs, network events, business breakfast meetings, and work collaboratively with other local programmes and providers.
- Avoid conflicts of interest - ensure there are no conflicts among Enterprise Advisers or businesses (e.g. if they work for organisations that sell services to schools)
- Collect and monitor a set of metrics to ensure the EA Network is making progress, has impact and measures the outcomes for young people, and successfully engages with employers.
- Organise regular Network and Tracking meetings and provide periodical reports to all stakeholders including Special Schools and Local Authority partners.
- Provide PR for all activity and delivery, including press releases and social media, and support the preparation of case studies from schools to share with stakeholders, LEP, other organisations and the Careers and Enterprise Company

PERSON SPECIFICATION

QUALIFICATIONS	Qualified to degree level, or equivalent qualification or demonstrable experience in relevant field.
KNOWLEDGE	<p>Knowledge of Gloucestershire schools and businesses. Understanding of approaches to employer engagement / support activity for young people with SEND and mental health issues and experience of working with Special Schools, Alternative Provision settings in this context.</p> <p>Demonstrable understanding of equality and diversity in the workplace & ability to promote the opportunities / benefits to employers.</p> <p>Ability to understand the needs and constraints on Special Schools, Alternative Provision settings and colleges, their structures and working practices and how to support them effectively.</p>

	Understand needs of employers of different sizes and how to support them effectively in relation to engaging with this cohort / equality & diversity / supported employment approaches.
EXPERIENCE	Experience & success in building good working relationships & multi-agency partnerships including with schools & wider education services, employers and business networks.
SKILLS – Personal	Good interpersonal skills and the ability to confidently deliver effective evidence based activities and programmes to a range of young people; including an understanding of differing communication strategies and needs associated with working with young people with varying support requirements
SKILLS – Technical	Confident in Microsoft packages, the internet, and both web and management information systems. Quick to pick up new processes.

Key Relationships:

Internal

- Education Team & Lead Commissioner - Employment & Skills
- GFirst LEP Office Manager
- Wider LEP Team

External

- Schools, Colleges, The Careers and Enterprise Company, Local Authority Partners, Business Contacts, GFirst Volunteer Network

Decision Making Authority:

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.

Additional Information:

- Occasional unsociable hours and travel.

Equal Opportunities Statement:

GFirst is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

GDPR

GFirst LEP takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Respect and Dignity at Work – ‘Improving Working Lives’

GFirst is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.

GFirst will not tolerate any forms of bullying or harassment in the workplace.

Everyone has a personal responsibility to seek to improve his/her own and colleagues’ working lives to create a healthy and productive working environment.