



Ambitious



Trusted



Collaborative



Innovative



Effective

Job Description

Job Title	Careers Hub Manager
Location	Gloucester (some home/flexible working)
Reporting to	Deputy Chief Executive – GFirst LEP
Direct reports	Enterprise Coordinators
Term	Fixed Term until August 2024*
Salary Range	Salary Circa £40,000 depending on experience

Do you want to be part of a mission- driven team focused on transforming young people’s lives? Do our values resonate with you? If so, we’d love to hear from you!

*The expectation is that this role will continue beyond this date as funding for the Hub’s work is via an annual grant.

Role Summary

Careers Hubs and the wider Enterprise Adviser Network are the external infrastructure for delivery of The Careers & Enterprise Company’s objectives to improve careers education for 11-18 year olds. Our Network acts as a catalyst, connecting employers with schools and colleges throughout England to deliver world-class careers education.

Careers Hubs build on the tried and tested model of partnership and collaboration where the virtual Hub is the centre point of a localised careers offer, accessible to all mainstream schools and colleges across that geography. Careers Hubs lead partnerships of schools, colleges, Local Enterprise Partnerships, Local Authorities, local businesses and careers providers, helping young people connect closely to local skills and economic need through a tailored careers education programme.

Through joining a Careers Hub, we enable schools and colleges to receive professional guidance in how to develop their careers programme, peer to peer support and learning in what works, access to funding and coordinated activity. The Hubs are incubators for innovation, taking our national mantra of *test, learn and adapt* and applying that locally.

Nationally, we’ve created a network of Careers Hubs, bringing together the Hub leaders regularly to review progress, share good practice, collaborate and innovate. All of which is accelerating progress rapidly.

GFirst LEP GFirst LEP is the Local Enterprise Partnership (LEP) in Gloucestershire with the aim to promote economic growth across the county and is also a delivery partner of The Careers and Enterprise Company. GFirst LEP supports county economic growth projects, champions the local business voice and ensures that our young people are given the opportunities to develop their skills using the local business network and labour market information.

Key Responsibilities

Scope and Purpose of the role

Lead and drive sustainable system change in careers provision within the hub and as part of the national network of Careers Hubs across England by ensuring the hub is at the centre of local careers provision and policy making decisions.

Lead and drive employer and cross-sector engagement and collaboration to ensure all young people can access high quality careers and enterprise education that aligns with Gloucestershire's economic and skills priorities, ensures improved career outcomes and achieves sustainable change in careers provision at a local and national level.

Lead, manage and develop a team of delivery professionals and volunteers to provide high quality careers provision and progression opportunities for young people in accordance with the best practice outlined in Gatsby Benchmarks, the Government's Careers Strategy, the Grant Funding Agreement with the Careers and Enterprise Company, Gloucestershire County Council's Education Directorate and Employment & Skills Hub, and the expectations of the Gloucestershire Coalition for the Wellbeing of Children and Young People

The main responsibilities include but are not limited to:

- Create the vision, set and direct the long-term strategy for the Careers Hub with clearly defined and measurable outcomes that evidence sustained change in careers provision and progression opportunities for all young people.
- Build and implement a Careers Hub strategic plan that harmonises local economic and skills priorities, achieves sustained change in careers provision and meets the Grant Funding Agreement.
- Lead, develop and retain a team of staff to deliver the work streams and direct and manage the recruitment, development, and retention of Enterprise Advisers to achieve the outcomes outlined in the Careers Hub strategic plan and achieve the Grant Funding Agreement.
- Build an accountability culture and climate where staff and stakeholders are empowered to achieve results. Embed a structured process for setting objectives, tracking progress and providing support and direction to address performance gaps.
- Embed a consistent and regular process for collating performance within the EANR. Review and analyse performance against the Gatsby Benchmarks to identify gaps and direct targeted support to remove barriers to service delivery and improve careers provision.
- Establish a governance group of relevant local senior stakeholders to support and steer the direction of the Careers Hub and act as a guiding coalition to enable change.
- Engage and influence employers and senior cross-sector leaders and stakeholders to support the delivery of the strategic plan by providing inspiration, thought leadership and driving cross sector engagement and collaboration to deliver the strategic plan.
- Build relationships and collaborate with careers providers such as Gloucestershire County Council's Employment and Skills Hub, National Apprenticeship Service, National Careers

Service, and Job Centre Plus to align national and local provision to enhance careers outcomes for young people.

- Coordinate and work closely with careers providers, grant recipients and related projects such as the Uniconnect/GROWS project and the Apprenticeship Support & Knowledge for schools and colleges programme (ASK programme) to ensure that delivery is targeted to support those schools and colleges that are most in need of support and will have the most impact for young people.
- Implement a culture and process for continuous improvement, fostering innovation, embedding quality assurance, and driving sustainable change across the team and the wider hub community.
- Build and promote a vibrant and diverse 'community of practice' to facilitate peer to peer learning, collaboration, and the scaling of what works to enhance the impact of the Careers Hub, to schools and colleges directly involved in the Hub and across a wider national community of practice.
- Evidence impact and elevate the achievements of the Careers Hub ensuring it is, able to influence policy and wider practice on careers across the region and nationally.
- Establish a model to cascade the learning and scale best practice from within the Hub to schools, colleges, and delivery partners beyond the hub to drive sustainable change in career provision for all young people.
- Establish and embed robust systems and processes for contract management, financial and risk management and tracking and reporting on key deliverables. Ensure clear accountabilities, transparency and decision-making structures are in place to ensure the hub budget and Grant Funding Agreement reporting requirements are achieved.
- Collaborate with other Hub Leads to support peer to peer learning, engage with action learning sets, scale best practice and be part of the movement that is driving sustained change in careers provision at a national, regional as well as local level
- Establish and embed a monitoring, research, evaluation and reporting methodology to demonstrate the impact of the Careers Hub to local and national stakeholders including Gloucestershire County Council, Gloucestershire Skills Advisory Panel, Integrated Care Board, Gloucestershire Coalition for the Wellbeing of Children and Young People
- Support Gloucestershire County Council's work to enhance young people's progression into work, further and higher education, including supported internships, mental health, job brokerage for care leavers.

Qualifications and experience required

Essential	Desirable
<p>Demonstrable experience and success of leading and managing a multi discipline field-based team that works with multiple stakeholders.</p> <p>Demonstrable experience of managing performance, objective setting aligned to organisation goals and proactively addressing underperformance and coaching for improvement.</p> <p>Experience of strategic/ business planning, vision and mission creation.</p>	

<p>A proven track record of engaging with and influencing senior, cross sector stakeholders to drive collaboration and affect change.</p> <p>A proven track record of working with and navigating ambiguity.</p> <p>A strong track record of communicating with a variety of audiences, preferably in the education and careers sector.</p> <p>Strong evidence of initiating and managing the successful delivery of projects with impact and evaluation at their core to drive sustainable change.</p> <p>An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people.</p> <p>A proven track record and understanding of contract management and grant funding and the fiscal and risk management associated with this.</p> <p>A track record of achieving results in a matrix management structure and achieving balance between central and local management structures.</p> <p>Experience of being involved in research and evaluation projects and methodologies to demonstrate impact.</p> <p>Evidence of a proactive approach to managing personal and professional development to drive career progression and performance.</p> <p>A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.</p>	<p>Experience of leading and managing programmes with volunteers from business.</p> <p>Experience of marketing and promotions communications and strategies to engage stakeholders.</p> <p>Shows an understanding of school culture and the challenges faced by schools in delivering careers and enterprise education.</p> <p>Up to date knowledge of the careers education sector and the wider economic, political and social drivers of business for engaging with and supporting schools, colleges and young people.</p> <p>Involvement in grant funded projects/ contracts that require research and evaluation evidence as part of the contractual agreement to evidence impact.</p>
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Essential	Desirable
<p>Strong leadership skills, able to set, communicate and inspire stakeholders to achieve a clear vision.</p>	<p>Visibly demonstrates passion and commitment to affect change.</p>
<p>Highly effective at strategic planning/ business planning and managing performance against the outcomes within the plan.</p>	<p>Demonstrates personal accountability, ownership for decisions.</p>
<p>Focussed and applies continuous improvement in all aspects of their work.</p>	<p>Shows creativity and innovates, able to proactively identify opportunities for growth, development, and adopts new ways of working. Thinks 'outside the box'.</p>
<p>Strong relationship management skills, able to engage and influence stakeholder at all levels across a range of sectors both commercial and third sector.</p>	
<p>Able to inspire and drive collaboration with a diverse range of stakeholders at all levels to drive results and affect change.</p>	<p>Compassionate, able to impact people through communication, social and relational intelligence.</p>
<p>Articulate and confident public speaker and excellent communicator.</p>	<p>Inspirational and thought-provoking communicator.</p>
<p>Excellent people management skills – able to set clear objectives, build accountability and empower a team to deliver on strategic outcomes.</p>	
<p>Motivational, able to encourage and influence others to drive results.</p>	
<p>Proficient contract manager, fiscally competent and able to manage and mitigate risk.</p>	
<p>Highly organised - Proactive and can work autonomously, well developed time management skills and applies effective priority setting strategies.</p>	
<p>Resilient, tenacious able to remain calm under pressure to achieve goals and remain focussed.</p>	
<p>Able to manage ambiguity and achieve a balance between the demands of the local vs central management structures and priorities.</p>	<p>Shows character and courage at all times.</p>
<p>Competent user of mainstream IT software, web-based technology and social media</p>	

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Job Descriptions are not part of the terms and conditions of employment and may be subject to change.

Find out more about our education and skills work via our websites:

- <https://www.gloscareershub.com/>
- <https://www.gfirstlep.com/about-us/education-team/>
- <https://gloucestershire.yourfutures.uk/>

To apply, please email your CV and covering letter to careershublead@gfirstlep.com.