

# CAREERS AND ENTERPRISE CO-ORDINATOR

## APPLICATION PACK

BACKGROUND INFORMATION .....	2
ROLE SPECIFICATION .....	3
JOB DESCRIPTION .....	3
PERSON SPECIFICATION .....	5
TIMETABLE.....	5
HOW TO APPLY .....	6
ADVERTISEMENT .....	7
PRIVACY NOTICE .....	8

## BACKGROUND INFORMATION

At Thames Valley Berkshire LEP we believe in collaborative momentum: bringing together business, our unitary authorities, education and the community sector to drive the local economy to new levels of growth. As part of the wider Thames Valley economic area, we serve Berkshire – a sub region second only to Greater London in output, with a GVA of £37.4bn per annum. We're a strategic body led by a board of directors with a leading local business figure in the chair; all are volunteers. Thames Valley Berkshire LEP was endorsed by the government on 28 October 2010 and incorporated on 16 December 2011 as a company limited by guarantee.

We've developed a Strategic Economic Plan that sets out the vision and business priorities for economic growth in Thames Valley Berkshire. It aims to build on the success of our Technology Sector, which already underpins Britain's contribution to global telecoms, software, pharmaceuticals and new media advances. The development of our Plan has been enterprise-led but formally approved by all six of the unitary authorities in Thames Valley Berkshire.

The LEP is in the throes of an exciting journey: it has agreed three Growth Deals with the government, worth £142 million to Thames Valley Berkshire and is nearly mid-way through the implementation of a Strategic Economic Plan funded in part through the Growth Deals and we will be publishing our Local Industrial Strategy in the coming months.

Our purpose, set out in our Articles of Association, is to: ***bring about sustainable economic growth of the Thames Valley Berkshire sub region through the implementation of a strategic economic plan.***

### Context – overview of the Careers & Enterprise Company

The Careers & Enterprise Company (CEC) is an employer-led organisation that has been set up to inspire and prepare young people for the fast-changing world of work. Its role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the country.

In its first eighteen months of operation it has focused on improving links between employers and schools and colleges. It has established a network of co-ordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 100 full time Enterprise Co-ordinators now working with clusters of 20 schools and colleges, and 1,400 Enterprise Advisers - business volunteers who have signed up to provide counsel to individual school and college Senior Leadership Teams. The purpose of the Enterprise Adviser Network (EAN) is to create powerful, lasting connections between local businesses and the schools and colleges in their area.

The CEC has committed to investing £13m in proven careers and enterprise programmes to connect schools and businesses, unlocking a further £11m in match funding. Funding is primarily directed to geographic areas in the country most in need of support – the 'Cold Spots' – and 300,000 young people will benefit.

Christine Hodgson, chair of Capgemini, was named as CEC chair and it has been established as a CIC, independent of government. Other board members include Steve Holliday, former Chief Executive of National Grid plc.; Brian Lightman, former General Secretary of ASCL; and Dame Julia Cleverdon, Vice President of Business in the Community and Special Adviser to The Prince's Charities. The company is led by Claudia Harris, CEO and former partner at McKinsey.

## ROLE SPECIFICATION

### Fixed Term Contract to 31<sup>st</sup> August 2020

<b>Job title:</b>	Careers & Enterprise Co-ordinator
<b>Salary:</b>	£32,000 full time equivalent
<b>Hours:</b>	Part time approx. 20 hours per week to be confirmed. We will consider requests for flexible working including secondment and term time only
<b>Accountable to:</b>	Careers Hub Lead
<b>Location:</b>	100 Longwater Avenue, Green Park, Reading RG2 6GP with travel across Berkshire

## JOB DESCRIPTION

The Careers & Enterprise Co-ordinator (EC) will sit at the heart of a local cluster system in order to help schools and colleges improve their careers and enterprise activities and to engage with the world of work. Working closely with the LEP Skills Lead and Careers Hub Lead, the EC will ensure the Enterprise Adviser Network (EAN) is embedded into the LEP's skills strategy and make it easier for employers and the self-employed to engage with schools and colleges. Through establishing the local and national contexts, the EC will focus everyone's efforts on programmes and activities that are most effective in motivating young people, supporting independent choice and positive outcomes for young people. The EC will primarily work with schools in West Berkshire, Reading and Wokingham.

### Main responsibilities

1. Establishing and developing the EAN governance within the LEP and growing the EAN locally by engaging and supporting a cluster of 15 schools and Enterprise Advisers
2. Building and maintaining effective relationships with senior leaders in local schools and colleges within the cluster, understanding their development needs and supporting Enterprise Advisers (EA) in scoping, identifying and addressing these needs
3. Recruiting senior-level EAs from local businesses and successfully matching them to schools and colleges within the EAN
4. Acting as an ambassador for the CEC including raising the profile of the EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders
5. Providing ongoing support to EAs including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EA's development needs
6. Supporting CEC grant recipients to ensure they are co-ordinating delivery with the LEP and local EAN and providing feedback to the CEC Regional Lead and Investment Team

7. Building and understanding the local context of careers provision and providers including: NAS, NCS, and JCP; and how these fit with the national context
8. Contribute to the monitoring and impact tracking of the EAN
9. Attending CEC national and local training events and meetings to keep up to date with CEC and EAN developments
10. Sharing knowledge across local and national networks, including through case studies to the CEC Regional Lead

## PERSON SPECIFICATION

### Qualifications & Experience required

- Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders
- A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector
- A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise, and the current careers education & corporate social responsibility landscapes
- 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
- Experience of social media and content creation
- Degree or equivalent experience
- Relevant professional qualifications / membership desirable
- Full and valid UK driving licence

### Skills & Core Competencies

- Excellent communication and interpersonal skills, with the ability to persuade a variety of audiences and encourage others to use new ways of working
- Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders
- Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders
- Adaptable, determined, positive and resilient with the ability to deal with ambiguity and work in a start-up culture.

## TIMETABLE

Please note that the following is subject to change:

Date	Stage
9am Monday 9 <sup>th</sup> September 2019	Closing date for applications
tbc	Initial interview with panel
tbc	Second interview with Tim Smith, CEO, Thames Valley Berkshire LEP

## HOW TO APPLY

If you wish to apply for this position, please send your CV/Profile and a **one-page summary** of your reasons for wanting to join us, to [joanna@thamesvalleyberkshire.co.uk](mailto:joanna@thamesvalleyberkshire.co.uk) by 9am on Monday 9<sup>th</sup> September 2019

For an informal discussion about the role please contact Allison Giles, Careers Hub Lead, [allison@thamesvalleyberkshire.co.uk](mailto:allison@thamesvalleyberkshire.co.uk) or on 07715 083082

Thames Valley Berkshire LEP will retain candidate information for 6 months unless you make a request for this to be [deleted](#).

## ADVERTISEMENT

***An exciting opportunity to work directly with senior business leaders and develop employer engagement in education; securing better outcomes for young people in our area...***

Thames Valley Berkshire LEP is seeking to strengthen its existing Careers and Enterprise Team by appointing an additional Careers & Enterprise Co-ordinator to engage businesses and schools in the Enterprise Adviser Network. This is a part time role working approximately 20 hours per week.

This is an exciting opportunity to work directly with senior business leaders to support the creation and development of innovative new employer engagement activity in schools. The role is a key part of the Careers and Enterprise Company's flagship Enterprise Adviser Network programme in Thames Valley Berkshire.

We are looking for a highly motivated individual who is prepared to work flexibly and as part of a growing team in a high-profile and demanding environment – often working to tight deadlines; someone who wants to contribute to making a difference to young people's employability in Berkshire. Evidence of partnership working and a track record of engaging with business on the skills agenda would be an advantage.

### **The person**

- Proactive and confident in engaging businesses and communicating new initiatives
- Creative thinker, able to develop ideas and school careers and enterprise programmes
- Proven experience of building professional relationships, excellent networking and liaison skills
- Ability to manage and influence key stakeholders
- Track record of delivering project outcomes and improving performance
- Excellent communication and interpersonal skills with experience of social media and content creation

*We will consider requests for flexible working and job share arrangements including term time only.*

### **Interviews week commencing to be agreed**

For an informal discussion about the role please contact Allison Giles, Careers Hub Lead, [allison@thamesvalleyberkshire.co.uk](mailto:allison@thamesvalleyberkshire.co.uk) or on 07715 083082. For more information about the work of the Careers and Enterprise Company please visit [www.careersandenterprise.co.uk](http://www.careersandenterprise.co.uk)

More information about the Enterprise Adviser Network in Thames Valley Berkshire can be found at [www.thamesvalleyberkshire.co.uk/enterprise-adviser-network.htm](http://www.thamesvalleyberkshire.co.uk/enterprise-adviser-network.htm)

For more information about the work of Thames Valley Berkshire LEP please visit [www.thamesvalleyberkshire.co.uk](http://www.thamesvalleyberkshire.co.uk)

## PRIVACY NOTICE

As part of any recruitment process, the company collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the company collect?

The company collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The company collects this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The company will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records check if appropriate for the role.

The company will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does the company process personal data?

The company needs to process your data to enter into a contract with you. In some cases, the company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The company may also need to process data from job applicants to respond to and defend against legal claims.



The company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the company processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring - with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the company is obliged to seek information about criminal convictions and offences. Where the company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment or a volunteer position.

The company will not use your data for any purpose other than the recruitment exercise relevant to the role for which you have applied.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes the HR Advisor, those involved in the interview process, line managers with a vacancy and the Data Controller.

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The company will then share your data with former employers to obtain references, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The company will not transfer your data outside the European Economic Area.

### **How does the company protect data?**

The company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the company keep data?**

If your application for employment is unsuccessful, the company will hold your data on file for a 6-month period after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a Privacy Notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;

- require the company to change incorrect or incomplete data;
- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing; and
- ask the company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Controller, [abby@thamesvalleyberkshire.co.uk](mailto:abby@thamesvalleyberkshire.co.uk)

You can make a subject access request by following the company's policy on Subject Access Requests, here <http://www.thamesvalleyberkshire.co.uk/privacy-policy>

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner, <https://ico.org.uk/concerns/>

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the company during the recruitment process. However, if you do not provide the information, the company may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.