

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Enterprise Co-ordinator

### Careers Hub, Place Shaping

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

Careers Hubs bring together schools, colleges, employers, and apprenticeship providers in a local area. The goal is to work together and help schools and colleges improve how they prepare young people for their best next steps through:

- Delivering as much impact as possible on the lives of young people
- Delivering a universal service, but one that targets inclusion and removing barriers for young people
- Building a system where high impact careers education can continue long into the future

The Enterprise Coordinator (EC) sits at the heart of our local Network to help schools and colleges improve their careers/enterprise programmes and engage with the world of work.

This positions will be supporting schools/colleges within the South East Midlands.

## **Accountable to:**

This role is accountable to the Operational Hub Lead, and does not have any line management responsibility. The role sits within Economic Development Team, part of the Place Making Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Successfully recruiting, developing and matching Enterprise Advisers to schools and colleges within the Network and provide on-going support to EAs in scoping, identifying, and addressing the needs of their matched school or college.
2. Growing the Network locally by leading and coordinating relationships in your caseload between the Enterprise Adviser (EA), the school/college (including senior leaders) and the wider Network with a focus on impact, successful transition and destination outcomes for young people.
3. Organise and attend regular school/college meetings that are outcome focused to ensure progress is being made across all benchmarks and all priorities addressed.
4. Ensuring all schools and colleges are self-assessing their careers programme using CEC digital tools, driving Gatsby Benchmark performance and that all young people are receiving help from high quality careers education.
5. Track the progress of your schools/colleges (using a variety of tools and resources), identifying trends, gaps, and solutions.
6. Acting as an ambassador for The Careers & Enterprise Company (CEC) including raising the profile of the Network through communication and marketing channels to engage with key local stakeholders.
7. including supporting, developing, and providing with opportunity to network and share their experience.
8. Analysing and understanding the impact of the network on your local economy and skills strategy and feeding information back to CEC.
9. Building and understanding the local context of careers provision and providers including National Apprenticeship Service, National Careers Service, and Job Centre Plus.
10. Staying abreast of best practice examples, emerging guidance and legislation.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Excellent communication and interpersonal skills, with the ability to persuade and influence a variety of audiences and encourage others to use new ways of working.	E	A, I ,P
Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.	E	A, I ,P
Proactive, with the ability to work independently, prioritising a busy workload, managing relationships with many stakeholders, and adapting conflicting priorities and deadlines	E	A, I ,P
Able to think and plan strategically to measure and drive performance.	E	A, I ,P
Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment.	E	A, I ,P
Competent use of a range of digital and IT and social media platforms to improve and raise awareness of the direct impact of the network.	E	A, I ,P

Knowledge:	Essential / Desirable	Measured by
A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise, and the current careers education and corporate social responsibility landscapes.	E	A, I ,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	E	A, I ,P
A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.	D	A, I ,P

Relevant experience:	Essential / Desirable	Measured by
Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.	E	A, I ,P
A strong background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or careers sector.	E	A, I ,P
Demonstrable experience of engaging and building relationships with leaders from schools, colleges, and businesses.	D	A, I ,P

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in a relevant business qualification or relevant experience.	E	A
Focussed and applies continuous improvement in all aspects of their work.	E	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include:**

*Enhanced Disclosure and Barring Service check.*

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	South Midlands
<b>Job family band:</b>	6	<b>Worker type:</b>	Flexible
<b>Salary range:</b>	33,369- £36,163	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

