



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Careers & Enterprise Coordinator (CEC) EEC113CAREG7		
GRADE:	G7	SERVICE AREA:	Regeneration Housing & Economy
JOB CODE:		LOCATION:	Flexible within the Borough
REPORTS TO:	Programme Management Officer		
SPECIAL CONDITIONS:	May require working occasional evenings and weekends.		

1. Main purpose of the job role:

- To act as the face of Walsall Council in the delivery of an efficient, professional and client focussed employment, skills and careers service to the people of Walsall.
- That the service meets the needs of all residents and employers now and in the future.
- To connect the careers provision in schools and colleges to the needs of local economies
- To ensure that the Careers Education, Advice and Guidance offer in schools across the Borough is fit for purpose and aligned to the wider WMCA Careers Strategy.
- To build excellent working relationships with children services, schools, statutory agencies, training providers, partner organisations, local employers and contractors.
- To improve careers provision in school and transition outcomes for young people.
- To increase the number of students receiving high-quality experiences with employers.
- To amplify apprenticeships, technical and vocational progression routes.

2. Role specific duties and accountabilities:

- To assist senior officers and managers to ensure the overall aims, objectives and priorities for the employment, skills and careers service are met.
- To provide advice, guidance and information to young people and adults who are in need of targeted support to access learning, work and personal development opportunities.
- To support the facilitation and delivery of quality careers advice and guidance in schools.
- Leading and coordinating relationships between the employers, EA, the school/college and the wider Careers Hub with a focus on impact, successful transition and destination outcomes for young people.
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the caseload. Arrange meetings with Heads/link governors.
- Supporting the CEC Employer Engagement Hub Lead with the induction and on-going training / continuous professional development of Enterprise Advisers.
- Supporting Careers Leaders (CL's) including training, coordinating network meetings, and identifying and delivering ongoing training to meet individual EAs and CLs development needs.
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the caseload. Arranging meetings with Heads/link governors as required.

- Leading and coordinating relationships between the EA, the school/college and the wider network with a focus on impact, successful transition and destination outcomes for young people.
- To complete self-assessment against their careers programme using CEC digital tools (Compass/FSQ), driving Gatsby Benchmark performance and that all young people are receiving help from high quality careers education.
- Acting as an ambassador for Walsall Works and The Careers & Enterprise Company (CEC) including raising the profile of the network through communication and marketing channels to engage with key local stakeholders.
- Develop a yearly schedule of activity to share learning by delivering termly CPD sessions to education and business audiences.
- Organise and attend regular school/college meetings that are outcome focused to ensure progress is being made across all benchmarks and all priorities addressed.
- Building and understanding the local context of careers provision and providers including National Apprenticeship Service, National Careers Service, and Job Centre Plus.
- In line with the WMCA / CEC reporting cycle, lead on the evaluation of careers programme activity within schools which collects robust feedback and evaluation
- Attending WMCA / CEC national and local training events and meetings as required.
- Regularly reviewing the network to ensure the members (at all levels) remain engaged and proactive, via communications, training, and support.
- Staying abreast of best practice examples, emerging guidance and legislation.
- Track the progress and performance of the Walsall schools and colleges (using a variety of tools and resources), identifying trends, gaps, and solutions.
- To use ICT to provide a quality tracking service to monitor the progress of young people and adults on the client caseload information system (CCIS) and on various databases.
- Analysing and understanding the impact of the network on your local economy and skills strategy and feeding information back to internal services and statutory partners.
- To represent the voice of students and young people to maximise potential for social value and economic benefits in all public contracts through liaison with procuring managers and contractors.
- To identify and secure any opportunities for income and traded services to deliver bespoke careers information or employability support to key target groups and students.
- To deliver information, advice and guidance sessions in schools, colleges, community and outreach venues including 1-1 and group sessions, jobs clubs, job fairs, information sessions, careers talks, apprenticeship events and in aspects of employability services.
- To achieve key performance targets as set by senior officers and funders and provide regular briefing updates, outcome evidence and written progress reports.

- To use all communication methods to market services, including creating content for social media channels and newsletters to promote support and engage new clients.
- To support senior officers if programmes are experiencing problems and issues, by:
 - a. recommending alternative solutions and implementing agreed actions.
 - b. working with managers to make changes and helping to get delivery back on track.
- Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices
- To take responsibility for the delivery of additional duties as reasonably requested by your line manager, commensurate with your grade.

MANAGING RESOURCES

- To comply with Walsall Council financial procedures and standing orders.
- To help identify opportunities for external funding in so far as these are compatible with agreed Business Plans and corporate objectives.

MANAGING PEOPLE

- Responsible for development of own performance, maintaining up-to-date knowledge of relevant services, active engagement strategy and tools to contribute to ongoing professional development.
- The post-holder is responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and a detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.
- To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

MANAGING INFORMATION

- To be responsible for keeping the relevant Managing Information systems up to date to record information of engagement programmes including viewfinder and MIS
- To support the maintenance of effective communication systems across council directorates and with partner agencies, complying with local information sharing protocols within the Data Protection Act.
- To contribute to promotion of council programmes and services and raising the profile of beneficiaries and their achievement through positive press releases, contribution to newsletters, public programme of activities and write evaluation reports.

MANAGING QUALITY

- To use the council quality assurance framework and systems where appropriate, to ensure appropriate standards are met and so that beneficiaries' achievements are recorded in a robust manner and recognition gained through accreditation.

GENERAL

- To promote and enforce the Council's Equality and Diversity strategy.

- To contribute where possible and relevant to the Council's wider strategies and those of the Area Partnerships and the Council's partners.
- To promote and enforce the Council's Health and Safety Policy.
- To promote and enforce the Council's Safeguarding Policy.
- The successful candidate will be asked for a criminal disclosure check through the Disclosure and Barring Service at the appropriate level. A conviction may not exclude the candidate from this job but will be considered as part of the recruitment process.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided align to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Council's Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Careers & Enterprise Co-ordinator (CEC)	GRADE: G7	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills:		
Clear, effective presentation, verbal and written communication skills using all media channels to build and uphold relationships at all levels	A/I	3
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.	A/I	3
Excellent organisational and excellent time management skills to manage own workload to tight and often conflicting deadlines and priorities.	A/I	3
Able to think and plan strategically to measure and drive performance	A/I	3
Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment.	A/I	3
Ability to develop and facilitate group work and information sessions with adults and young people	A/I	3
Ability to build relationships at all levels, both internally and with a range of external stakeholders.	A/I	3
Ability to make own decisions and work with minimal levels of supervision	A/I	3
Ability to produce detailed narrative reports, including detailed outcome and performance updates	A/I	2
Ability to operate flexibly and work in a busy office environment and within outreach venues	A/I	2
Motivated, resourceful and resilient in a highly pressured work environment	A/I	2
Ability to take steps to provide a safe and healthy environment for all	A/I	2

Knowledge / Experience:		
Knowledge of the national and regional issues affecting economic growth	T/I	3
Knowledge of regional and local employment initiatives and programmes	T/I	3
Knowledge of the local labour market and access to skills provisions	T/I	3
Demonstrable experience of engaging and building relationships with leaders from schools, colleges, and businesses.	A/I	3
Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.	A/I	3
A strong background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or careers sector.	A/I	2
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.	A/I	2
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.	A/I	2
A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.	A/I	2
Qualification:		
Educated to a Level 6 or above in CIAG (careers information, advice and guidance) or equivalent level of qualification or experience within the fields of CIAG, welfare to work, regeneration, teaching or similar.	A	
Evidence of continued professional development ie commitment to studying towards a relevant professional qualification.	A/I	3
Other Essential Requirements:		
An awareness and commitment to equality and diversity	I	3
Awareness and commitment to confidentiality and information handling	I	3
Prepared by:	Richard Farmer	Date: 12 th June 2024