



Job Description

Job Title:	Enterprise Coordinator (EC)
Directorate/Team:	ESHC
Location:	16 Summer Lane or other site/location
Responsible to:	Operational Hub Lead – Birmingham Careers Hub
Responsible for:	0
Key working relationships: (internal)	Birmingham Careers Hub colleagues Wider WMCA Careers Hub network Employment, Skills, Health and Communities teams Relevant policy, communications, data and programme teams
Key working relationships: (external)	Schools, colleges and independent training providers Careers Leaders, senior leaders and link governors Employers and Enterprise Advisers The Careers & Enterprise Company Local authorities and economic development teams National Apprenticeship Service, National Careers Service and Jobcentre Plus Other careers, skills and education partners

Purpose of the Post

The Enterprise Coordinator will support schools and colleges within an allocated caseload to improve the quality and impact of their careers education programmes. Working as part of the Birmingham Careers Hub and the wider WMCA Careers Hub network, the postholder will build effective relationships with schools, colleges, independent training providers, employers and other local partners.

The postholder will connect education providers with employers and Enterprise Advisers, support progress against the Gatsby Benchmarks and help ensure that young people have access to the information, skills and experiences they need to make informed decisions about their futures. The role will also strengthen employer engagement and ensure that careers provision reflects local economic priorities and future skills needs.

Accountabilities

- Manage and develop a caseload of schools and colleges, supporting each institution to strengthen its careers education programme, improve performance against the Gatsby Benchmarks and achieve positive transition and destination outcomes for young people.
- Lead and coordinate effective relationships between schools, colleges, employers, Enterprise Advisers and other Careers Hub partners, ensuring that local careers provision responds to the needs of young people, education providers and the regional economy.
- Support schools and colleges to assess, plan and evaluate their careers provision through the effective use of Careers & Enterprise Company tools, including Compass, the Future Skills Questionnaire and the Careers Impact System.
- Develop and maintain an active network of employers and Enterprise Advisers, supporting their attraction, matching, induction, training and ongoing engagement to increase meaningful employer participation in schools and colleges.
- Monitor, analyse and report on the performance and impact of Careers Hub activity, identifying trends, gaps and areas for improvement and using evidence to inform local delivery and reporting to the Careers & Enterprise Company.

Responsibilities
Strategic • Contribute to the delivery of the Careers Hub's strategic objectives by improving the quality, reach and long-term sustainability of careers education for young people. • Develop a strong understanding of the local careers, skills and employment landscape, ensuring that support for schools and colleges reflects local priorities and future skills needs. • Promote inclusive careers provision by identifying and helping to remove barriers that may prevent young people from accessing high-quality careers education and employment opportunities. • Analyse the impact of Careers Hub activity on the local economy and skills agenda, providing relevant information and insight to the Careers & Enterprise Company. • Remain informed about emerging policy, legislation, guidance and best practice relating to careers education, skills and economic development, applying this knowledge to local delivery.
People • Build and maintain effective relationships with Careers Leaders, senior leaders and link governors across schools and colleges within the allocated caseload. • Coordinate relationships between schools, colleges, employers, Enterprise Advisers and other Careers Hub partners, maintaining a shared focus on positive outcomes for young people. • Develop relationships with employers, local authority business growth teams, economic development teams and other relevant partners. • Support the attraction and engagement of Enterprise Advisers, promoting equality, diversity and inclusion and encouraging representation from local growth sectors. • Match Enterprise Advisers with schools and colleges using the appropriate Careers & Enterprise Company tools and provide ongoing support to both parties. • Coordinate induction, training, continuing professional development and communities of practice for Enterprise Advisers, employers and Careers Leaders. • Facilitate network meetings and knowledge-sharing activities for education and business audiences.
Operational • Manage an allocated caseload of schools and colleges, ensuring that institutions remain actively engaged with the Careers Hub and have access to appropriate employer support. • Organise and attend outcome-focused meetings with schools and colleges to review progress against the Gatsby Benchmarks and address agreed priorities. • Support institutions to assess and improve their careers programmes using relevant Careers & Enterprise Company tools, including Compass, the Future Skills Questionnaire and the Careers Impact System. • Evaluate careers programme activity, ensuring that robust feedback and evidence are collected and used to support continuous improvement. • Develop and deliver an annual programme of Careers Hub activity, including networking, training, continuing professional development and knowledge-sharing sessions. • Participate in employer networking activities to increase engagement and extend the reach of the Careers Hub. • Monitor the engagement and progress of schools, colleges, employers and Enterprise Advisers, identifying trends, gaps, risks and appropriate interventions. • Maintain accurate records and contribute timely information to Careers Hub monitoring, performance and impact-reporting processes. • Monitor the completion of required DBS checks for Enterprise Advisers in accordance with the appropriate safeguarding arrangements. • Participate in relevant national and local Careers & Enterprise Company training, meetings and development events.
Financial • Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.
Other

- Act as an ambassador for WMCA and the Careers & Enterprise Company, raising the profile of the Careers Hub through appropriate networking, communication and engagement activities.
- Work flexibly and with integrity to meet the needs of WMCA and the Careers Hub.
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Demonstrable experience of engaging and building relationships with leaders from schools, colleges, and businesses.	X		X	X	
Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.	X		X	X	
A strong background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or careers sector.	X		X	X	
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.	X		X	X	
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.	X		X	X	
A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.	X			X	
Skills / Knowledge	E	D	A*	I*	T*
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.	X			X	
Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.	X		X	X	
Proactive, with the ability to work independently, prioritising a busy workload, managing relationships with many stakeholders, and adapting conflicting priorities and deadlines.	X		X	X	
Able to think and plan strategically to measure and drive performance.		X		X	
Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity in a changing environment.	X			X	
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.	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
GCSE English Language and Maths Level 4 (Grade C) or above	X		X		
CEIAG related qualification		X	X		
CDI Member		X	X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Collaborative	We work as one organisation. Together we build trust, connection and shared purpose across teams, partners and residents to create the biggest impact for our region.
Inclusive	We value difference. Creating an environment where people belong, and feel psychologically safe, so we can all thrive and shape a West Midlands built for everyone.
Innovative	We are courageous. We embrace new ideas and challenge the status quo to continuously improve and shape the future of the West Midlands.
Driven	We are focused on outcomes. We perform at our best to unlock productivity and delivery, achieving the greatest regional impact.

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☐

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
Position Reference			