

**NYBEP is an education business partnership with a 29+ year track record of successfully bringing businesses and schools together aimed at helping young people to acquire the skills and knowledge that prepare them for the workplace and inspire them to plan for and achieve a successful future.**

## **Enterprise Co-ordinator – York and North Yorkshire Fixed Term in the first instance until 31 August 2022**

**Up to £27-29k per annum/pro rata (depending on experience)**

***An exciting opportunity to work directly with Careers Leaders and Senior Business Leaders to develop strong relationships to improve and enhance careers programmes. You will form strong business networks that are representative of local market need, create forums for discussion on commitments to support to schools and colleges to deliver modern, 21st century careers education.***

Working with secondary schools, Post 16 centres and Colleges, , this role will strengthen existing and build new relationships between businesses and education as part of the [The Careers and Enterprise Company](#) (CEC) work in York and North Yorkshire in partnership with the York, North Yorkshire Local Enterprise Partnership (LEP) Enterprise Adviser Programme (EAN) and Careers Hub.

This is an exciting opportunity to join the York and North Yorkshire Careers Hub team as an Enterprise Coordinator, working in a team to drive the CEC vision, to work with schools, colleges, and employers to help every young person find their best next step. The hub is part of the York and North Yorkshire Local Enterprise Partnership and is managed, coordinated and match funded by North Yorkshire Business and Education Partnership (NYBEP).

You will be delivering support to a caseload of schools and colleges in the York and North Yorkshire Careers Hub which could include the districts Craven, North Yorkshire Coast, Ryedale and Harrogate. The Enterprise Coordinator role sits at the heart of a local community of practice which helps schools improve their careers and enterprise activities and engage with the world of work.

The coordinator's role is to build the capacity of our schools, Post 16 Centres and Colleges, to deliver high quality career development programmes to help every young person find their next best steps.

The role will require business engagement and recruitment of senior level Enterprise Advisers from local businesses and successful matching to schools within the hub.

Ideal candidates will need to demonstrate significant knowledge and understanding of careers, education, information advice and guidance (CEIAG) and the ability to collaborate and build relationships at all levels, with a wide range of external stakeholders.

You will have a proven ability to successfully support and challenge senior leaders in schools, evidence of partnership working and a track record of engaging with business on the skills agenda.

We are looking for a highly motivated individual who is prepared to work flexibly and as part of a team in a high-profile and demanding environment – often working to tight deadlines and someone who would want to contribute to making a difference to young people and their futures.

### **You will be:**

- proactive, confident, and have first class communications skills
- a creative thinker, able to develop ideas that ultimately support schools to create and deliver good careers and enterprise programmes.
- able to demonstrate experience of building professional relationships and the ability to manage and influence key stakeholders, have experience of project management - driving outcomes and taking the lead on managing and reporting these on time to the Careers and Enterprise Company, the LEP and other key stakeholders.

***It is anticipated that this post will be part based in York with time split across the week to be spent working at home or within localities, so a clean driving licence and access to a car are also essential.***

Should you wish to apply or discuss the post further, please contact Brianna Bratley on 01904 567616 or [recruitment@nybep.org.uk](mailto:recruitment@nybep.org.uk). Alternatively download the application form from our website – <https://nybep.org.uk/vacancies/enterprise-co-ordinator>

The closing date for return of applications is **Wednesday 20<sup>th</sup> October at midnight** with first interviews anticipated to be held on Tuesday 2<sup>nd</sup> November and second interviews being held on Monday 8<sup>th</sup> November 2021.

**We encourage and accept applications for flexible working & job shares.**

***NYBEP is a not-for-profit social enterprise; a flexible employer proud of our track record in developing staff.***