

## **North East Local Enterprise Partnership**

### **Person specification**

<b>Job Title:</b>	<b>Industry Alignment Support Officer</b>
<b>Service:</b>	<b>North East Local Enterprise Partnership</b>
<b>Responsible to:</b>	<b>Regional Lead: Education Challenge Host</b>
<b>Employer:</b>	<b>North East Combined Authority</b>
<b>Salary:</b>	<b>Grade 7: £24,799– £26,317</b>
<b>Term:</b>	<b>Fixed term to end August 2020</b>

### **Background**

The North East Local Enterprise Partnership (North East LEP) leads on the development and delivery of the North East Strategic Economic Plan (SEP), aiming to foster economic growth and the delivery of more and better jobs in the area. The North East LEP work in partnership with The Edge Foundation and Ford Next Generation Learning to deliver the Edge Future Learning Project.

The Edge Foundation is an independent education charity dedicated to raising the status of technical and professional education. There is a growing body of evidence from research and practice across the world about the factors that contribute to young people receiving a well-rounded education that helps to prepare them for life and work in the Twenty-First Century.

The Edge Foundation has spent the last two years visiting inspirational schools and colleges across the world to understand and learn more about these leading education models. The Edge Future Learning project (part of The Edge Foundation), is working in the North East of England to deliver school transformation using its key principles and a community-driven approach to change.

The Industry Alignment Support Officer (IASO) is an exciting role for an enthusiastic, creative, personable and well organised individual to work directly with two of our innovative pilot schools in North Tyneside. You will support the day-to-day development and delivery of the Edge Future Learning project and will also support the schools to engage multiple stakeholders.

### **Experience and Knowledge**

- Demonstrable experience of engaging and building relationships with education and business.
- A demonstrable understanding of school or college culture and the challenges faced by schools or colleges in delivering careers and enterprise

education.

- A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector.
- Able to demonstrate an understanding of economic development and regeneration.
- Experience of working with the private and public sectors.
- Experience of working within and supporting multi-disciplinary programme teams.
- Experience of supporting communications' activities across a partnership, including an awareness of social media

### **Abilities**

- Excellent interpersonal skills with the ability to establish effective working relationships with internal and external colleagues and stakeholders;
- Strong written and verbal communication skills and ability to engage a variety of audiences (teachers, employers, students) in a variety of formats;
- Demonstrable experience (or good understanding of) successful project management, including with a variety of stakeholders;
- Good IT skills including use of Microsoft Word, PowerPoint and Excel and file sharing platforms such as Google docs / Dropbox;
- Outstanding organisation, prioritising and planning skills
- Ability to work independently, self-motivated and work on own initiative;
- Ability to work under pressure and to work to deadlines as required;
- Ability to assimilate information quickly and to think logically (work through a process);
- React positively and promptly to changing situations and requirements;
- Experience of event planning, coordination and delivery
- Good understanding of the education sector (experience of working with curriculum staff in schools or colleges is desirable).

### **Personal Skills and Orientation**

- You enjoy working with committed people in a friendly and purposeful environment;
- Your work will support two schools and therefore you will thrive in small teams and when multi-tasking and juggling competing priorities;
- You are creative and have the discipline to turn collective ideas into reality;
- You can spot opportunities and have the confidence to ask for help from many different people;
- You are passionate about education and creating opportunities for young people

