



European Union

European
Social Fund



Person Specification

Job Title:	Enterprise Coordinator
Service:	North East Local Enterprise Partnership (North East LEP)
Responsible To:	Skills Director
Salary:	NoTCA Grade N07 (29,361 - 32,670 subject to pay award)
Host Employer:	North of Tyne Combined Authority
Term:	Fixed term until 31 March 2021

This post is part funded by the European Structural and Investment Funds 2014 – 2020 and all activity must comply with contractual regulations.

Experience & Qualifications

- An understanding of relevant local and national policy relating to skills and economic development.
- An understanding of other current key initiatives, including the Good Career Guidance benchmarks.
- Demonstrable experience of working to promote education / business links.
- Demonstrable understanding of the issues and barriers to employment faced by young people.
- Demonstrable appreciation of what motivates young people.
- Demonstrable understanding of employers of difference sizes.
- Demonstrable understanding of school and college structures and working practices. Experience coordinating projects or programmes.
- Able to engage and influence a wide range of stakeholders.
- Excellent communication skills, both verbal and written.
- Good team leadership skills.
- Ability to assimilate new information quickly.

- Able to project manage and manage priorities effectively and efficiently.

Ability, skills and knowledge

- Ability to work with senior stakeholders to capture their attention, engage and enrol them in careers and enterprise activities for schools and colleges and in support of the programme, and maintain enthusiasm throughout.
- Ability to use and develop and evolving toolkit to create clarity and impact.
- Ability to understand the needs of / constraints on schools and colleges and to support them effectively.
- Ability to understand the needs of / constraints on employers and the self-employed and to support them effectively.
- Persistence and determination in ambiguous situations.
- Ability to continuously improve and update systems.
- An understanding of current careers education initiatives, including the 'Good Careers Guidance Benchmarks and the Enterprise Adviser Initiative.
- Excellent written and verbal communication skills to convey complex ideas, in an objective manner, to people with varying levels of expertise.
- The ability to build and lead productive working relationships with partners and stakeholders.
- Ability to think, plan and work strategically and operationally across a partnership to deliver projects and programmes.
- Ability to operate effectively with a high volume, high intensity workload.
- Excellent organisational and time management skills.
- A willingness to undertake training and development whilst in the post.

Personal Attributes

- Committed to acting corporately and collaboratively – inside and outside the organisation.
- An enthusiastic, engaging and proactive approach to the delivery and requirements of the role.
- High-level of drive and motivation to achieve.
- Tenacious and resilient.
- Strong inter-personal skills.
- Outcome and achievement focussed.
- Political sensitivity and awareness.
- Credible across business and school / college environments.
- Conscientious and accurate.
- Inquisitive approach to seeking information.
- Committed to partnership working.
- Committed to continuous improvement.
- An empathic and inclusive approach to working.
- Commitment to Equal Opportunities.