



Isle of Wight Enterprise and Skills Executive (Careers) - Solent Careers Hub

Salary: Band 7, £32,061- £36,363 per annum

Hours: Full-Time 37 Hours (1FTE)

Contract: Permanent

Accountable to: Hub Lead - Solent Careers Hub Lead

Location: This post will be based on the Isle of Wight and will include travel across Solent Region, including Southampton, Portsmouth, and the Isle of Wight. This role will also include occasional travel to regional and national meetings.

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Standard/Enhanced level which will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Overview

The Solent Careers Hub is a partnership of the Isle of Wight, Portsmouth and Southampton local authorities who work together to deliver the aims and objectives of the Careers and Enterprise Company (CEC) in the Solent area.

Nationally the [Careers and Enterprise Company](#) has been set up to inspire and prepare young people for the fast-changing world of work. Careers Hubs lead partnerships of schools, colleges, local enterprise partnerships, local authorities, local businesses and careers providers, deploying innovative approaches to transform the careers provision and act as a catalyst, connecting employers with schools and colleges throughout the Solent to deliver a world-class locally tailored careers education programme. Through joining a Careers Hub, we enable schools and colleges to receive professional guidance in how to develop their careers programme, peer-to-peer support access to funding and coordinated activity.

Alongside the Solent Careers Hub Lead and Enterprise Coordinators, this role will support the development of careers education and outreach for the region. The postholder will become the Careers Hub representative on the Isle of Wight, working to raise quality and support the hub's priorities.

Role Summary

The Isle of Wight Enterprise and Skills Executive supports the local coordination and delivery of the Solent Careers Hub, working with schools and colleges across the Isle of Wight to strengthen their careers and enterprise programmes. The role helps to build effective



partnerships between education providers and employers, ensuring careers provision reflects local economic priorities and creates meaningful opportunities for young people. Through increased employer engagement and access to workplace experiences, the Solent Careers Hub helps bridge the gap between education and employment and prepares young people for their future pathways.

This role will support the Solent Careers Hub to deliver against an outcomes framework focused on motivating young people and enabling them to make successful, sustained progress into education, employment or training. This work will include supporting the implementation of modern work experience, to increase the number of meaningful opportunities available for the island's young people.

Key Responsibilities

1. Maintain and grow the local Careers Hub offer by supporting a caseload of schools and colleges with their careers provision.
2. Build and maintain effective relationships with Isle of Wight schools and colleges, ensuring:
 - a. The development needs of each institution are identified.
 - b. The careers strategy and provision is embedded and in turn support improvement in Gatsby Benchmark performance.
 - c. There are clear opportunities for employer engagement and encounters.
3. Recruit employer volunteers from local businesses and successfully support them to develop activities to engage school and colleges within the Careers Hub. Provide support to volunteers in scoping, identifying, and addressing the needs of schools, colleges, and young people locally.
4. Contribute to the monitoring and impact tracking of the Careers Hub by submitting accurate, current information for the Isle of Wight's schools and colleges on the EANR system.
5. Organise and attend regular meetings with careers leaders to ensure progress is being made across all Gatsby Benchmarks and school/college priorities are addressed. Support the schools/colleges to submit consistent recordings of their performance on the Compass+ careers benchmark tool.
6. Identify good practice to ensure the Careers Hub is accessing and delivering the most impactful activities; encouraging the adoption of tools and resources amongst schools that build confidence, skills, and profiles of young people in the transition to post-16 pathways.
7. Support the Careers Hub in developing and disseminating localised insights, information and support for young people and their parents/carers on career options such as apprenticeships, traineeships, sector work academy programmes; as well as opportunities generated through economic developments.
8. Support the implementation of modern work experience for the Isle of Wight, and help to upskill schools, colleges, and employers in this area. This will include developing opportunities to increase employer engagement on the Isle of Wight, with a focus on increasing encounters and workplace experiences for the island's young people.
9. Target key institutions and/or disadvantaged groups to help raise aspirations of young people and enhance existing efforts to improve progression across the Isle of Wight.



10. Support the coordination and delivery of key events and programmes throughout the academic year e.g. Your Future, Apprenticeship Roadshow, and First Tech Challenge.
11. Utilise communication and marketing channels to help raise the profile of the Solent Careers Hub, maximising engagement from education providers, employers, and additional organisations.
12. Work closely with partner organisations, such as the Solent Growth Hub, to deliver a shared agenda across the region.

Who is the Person?

Qualifications and experience required

- Any level 3 or above qualification or equivalent relevant experience in related field
- Experience of partnership working with employers and an understanding of the skills improvement priorities.
- Knowledge or experience of the education system and/or careers education.
- Experience of engaging and building relationships with stakeholders including schools, colleges and businesses.
- Experience of supporting the delivery of programmes or projects with multiple stakeholders.
- 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.
- An understanding of the post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.

Skills and Core competencies

- 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.
- Strong collaborative working and relationship building skills at all levels, both internally and with a range of external stakeholders.
- Proactive, with the ability to work independently, prioritising a busy workload, managing relationships with a large number of stakeholders and adapting conflicting priorities and deadlines.
- Ability to meet deadlines, work on a range projects, and work both independently and as part of a team.
- Competent use of a range of digital and social media platforms in order to improve and raise awareness of the direct impact of the network.
- The successful applicant will be required to undertake an enhanced DBS check.

A full driving licence is desirable as this will be advantageous when travelling across the region.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.



General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).