



Employer Engagement Co-ordinator - Solent Careers Hub

Salary: £18,640 - £21,141 Actual - Band 7 (FTE £32,061- £36,363)

Hours: 0.6 FTE (3 Days per Week)

Contract: Fixed Term - September 2026-August 2027

Accountable to: Hub Lead - Solent Careers Hub Lead

Location: This post will be based in Portsmouth and will include travel across Solent Region, including Southampton, Portsmouth, and the Isle of Wight. The postholder will be expected to work approximately 2 days in the office each week. This role will also include occasional travel to regional and national meetings.

Portsmouth City Council is committed to safeguarding and promoting the welfare of adults, children, and young people, and expects all staff and volunteers to share this commitment.

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

The Service

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.

The post will play a key role in strengthening the Hub's employer engagement offer and supporting delivery against local and national careers education priorities. The post holder will coordinate employer engagement activity across the Solent Careers Hub partnership area, ensuring approaches are responsive to the differing needs of Southampton, Portsmouth, the Isle of Wight and the wider regional skills landscape.

What is the role?

The Employer Engagement Coordinator will support the Solent Careers Hub to increase employer participation in careers education across Southampton, Portsmouth and the Isle of Wight. The role will focus on building and maintaining strong relationships with businesses across the Solent region, developing a pipeline of employers who are willing and able to engage in meaningful careers outreach with schools, colleges and alternative provisions. Working closely with the Hub Lead, Enterprise Coordinators and wider partners, the postholder will help build employer capacity and develop flexible approaches that support local Careers Hub priorities, including Modern Work Experience and Aspiring Pathways. Central to the role will be increasing employer understanding of careers education, identifying practical ways for businesses to engage with young people, and ensuring education providers have access to a diverse range of employers who can support workplace insight, progression opportunities and high-quality careers provision.

Key Responsibilities

1. Grow the Solent Careers Hub's employer engagement pipeline locally by engaging local employers, providers, and organisations in careers outreach.
2. Build and maintain effective relationships with Solent employers, ensuring;
 - a. Employers understand careers education and the opportunities to engage locally.
 - b. Activity is mapped to the needs of business, including skills development and recruitment requirements.
 - c. The Employer Standards toolkit is used to track and monitor careers outreach and school engagement.
 - d. Opportunities developed are meaningful and support the implementation of modern work experience
3. Recruit employer volunteers from local businesses to support the Solent Career Hub's modern work experience and aspiring pathways priorities. This includes identifying potential partner schools and colleges for activity based on employer needs.
4. Maintain accurate employer engagement records using relevant CRM and Careers Hub systems, tracking employer contacts, volunteer engagement, activity delivered and conversion from initial interest into active participation.
5. Contribute to the monitoring and impact tracking of the Careers Hub through recording of employer engagement, volunteer numbers, and activities delivered.
6. Use employer engagement data to identify gaps in sector, geography or provision, and make recommendations to improve the Hub's employer pipeline.
7. Organise and attend local employer forum meetings, where beneficial, to ensure progress is being made against the hub's employer engagement targets.
8. Support the Solent Careers Hub to share information about the Employer Standards framework to employers to encourage employers to complete an evaluation and use this information to inform best practice.
9. Identify good practice to ensure the Careers Hub is accessing and delivering the most impactful activities; encouraging the adoption of pioneering modern work experience activities amongst employer stakeholders.
10. 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 Solent Freeport and other major economic development.
11. Work with the Enterprise Coordinators to understand key institutions and/or disadvantaged groups to help raise aspirations of young people and enhance existing efforts to improve progression across the city.
12. Support the coordination and delivery of key events and programmes throughout the academic year e.g. Solent Careers Conference, and Future Workforce Forums.
13. Utilise communication and marketing channels to help raise the profile of the Solent Careers Hub, maximising engagement from education providers, employers, and additional organisations.
14. Work closely with partner organisations, such as the Solent Growth Hub, to understand employer needs and deliver a shared agenda across the region.

Who is the person?

- 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.

- Experience using IT systems such as CRM, contact management, or data systems to track engagement.
- 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 skills, employability, recruitment, careers education, employer outreach or workforce development.

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.
- Able to exercise judgement in prioritising employer engagement activity, identifying target sectors, and tailoring approaches for various stakeholders
- 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 managing competing priorities and deadlines.
- Ability to meet deadlines, work on a range of projects, and work both independently and as part of a team.
- Competent use of a range of digital and IT and social media platforms in order to improve and raise awareness of the direct impact of the network.
- Successful applicants would be required to undertake an enhanced DBS check.

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