



Portsmouth Enterprise and Skills Executive (Careers) - Solent Careers Hub

Salary: Band 7 (£31,067 - £35,235)

Hours: Full Time 37 Hours (1FTE)

Contract: Permanent

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.

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.

This role will also include working collaboratively with Solent Careers Hub Lead, Enterprise Coordinators, and external stakeholders to increase employer engagement and workplace experiences for young people locally. This will include supporting the implementation of modern work experience and increasing the number of encounters with local employers.

Role Summary

The Portsmouth Enterprise and Skills Executive supports the coordination of the Solent Careers Hub in Portsmouth to help schools and colleges improve their careers and enterprise programmes, employer engagement and local economy linkages. The Careers Hub bridges the gap between education and employers by pairing individual volunteer Enterprise Advisers (EAs) with a school or college to help build a strategic employer engagement plan to improve careers and enterprise provision within the school. The post will focus everyone's efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people.

Key Responsibilities

1. Establishing and growing the Careers Hub locally by engaging and supporting a caseload of c.15- 20 schools and colleges.
2. Build and maintain effective relationships with Portsmouth schools and colleges, ensuring:
 - a. The development needs of each institution is 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 Enterprise Advisers (EAs) from local businesses and successfully matching them to schools and colleges within the Careers Hub. Provide support to EAs in scoping, identifying, and addressing the needs of their matched school.
4. Contribute to the monitoring and impact tracking of the Careers Hub by submitting accurate, current information for Portsmouth's schools and EAs on the EANR system.
5. Organise and attend regular EA and Careers Leaders meetings, where beneficial, to ensure progress is being made across all Gatsby Benchmarks and school priorities addressed, supporting the schools to submit consistent recordings of their performance on the Compass Careers Benchmark tool. Opportunities for virtual meetings will be maximised as will alignment and collaboration with the City Council's careers team.
6. Identify good practise to ensure the Careers Hub is accessing and delivering the most impactful activities; encouraging the adoption of pioneering ed tech tools 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 Solent Freeport and other major economic development.
8. Develop opportunities to increase employer engagement in Portsmouth, with a focus on increasing encounters and workplace experiences for the city'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 city.
10. Support the coordination and delivery of key events and programmes throughout the academic year e.g. Careers and Apprenticeship Show and Apprenticeship Bus Roadshow.
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?

You must have/be

Qualifications and experience required.

- 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 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 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.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.