

Enterprise Adviser Role Description

Enterprise Advisers will be the cornerstone of The Careers & Enterprise Company's national programme. They will be a nationwide network of high calibre volunteers with experience of employment or self-employment. They will work with the Enterprise Coordinator to support schools and colleges to navigate the range of possible employer interactions and to help them create a whole school strategy for careers, enterprise and employer engagement. Equipped with a toolkit developed by The Careers & Enterprise Company and localised by the LEP, Enterprise Advisers will work closely with the leadership team of a specific school or college.

Enterprise Advisers will be:

- Passionate about motivating young people, supporting independent choice, and supporting positive outcomes for young people;
- Able to work effectively with employers and schools and colleges;
- Be well connected to employers of all sizes and the self-employed and have established networks and contacts;
- Have a sound knowledge and understanding of the needs of the local labour market and a willingness to promote these;
- Motivated to lead engagement with schools and colleges in the local area and help them understand how effectively they are motivating young people and preparing them for the world of work; and
- Have knowledge of the support available in local area and an understanding of how young people, the school and college could benefit from this support.

An Enterprise Adviser will

- Be drawn from large or small employers, be self-employed or, in some cases, recently retired;
- Engage in the LEP Enterprise Adviser induction programmes;
- Be committed to supporting a school or college for at least 1 academic year, committing a minimum of one day per month;
- With the support of the senior leadership team, develop, shape or add value to the school or college's careers, enterprise and employer engagement strategy;
- Use their contacts to encourage a wider group of employers or the self-employed to work with the school or college to help them enhance their careers, enterprise and employer engagement strategies;
- Join the LEP Enterprise Adviser network group and attend the network meetings;
- Utilise the resources provided by the Enterprise Coordinator such as the toolkit; and
- Promote the role of Enterprise Advisers amongst existing contacts and networks to contribute to the recruitment of new Enterprise Advisers.

Enterprise Coordinators should offer Enterprise Advisers:

- Induction and on-going and support;
- Access to The Careers & Enterprise Company toolkit;
- Membership of an Enterprise Advisers' network and the opportunity to attend network meetings; and
- One to one meetings.

Enterprise Advisers will be supported by the local Enterprise Coordinator(s) who will:

- Establish, equip and support a high-profile and high-performing Enterprise Adviser network matched to local schools and colleges:
 - Work with LEP leadership, local employers, the self-employed and employer groups to recruit and establish the Enterprise Adviser network;
 - Introduce and match those Enterprise Advisers to local schools and colleges;
 - Equip the Enterprise Advisers with the resources and contacts that they need to fulfil the role and help them make the best use of the opportunities available; and
 - Ensure the experience is managed to a consistently high standard across the cluster.
- Understand the business and provider offers for schools and colleges in the area and make this knowledge available to Enterprise Advisers and schools and colleges

This is likely to include:

- Helping to share 'what works' and enabling collaboration between Enterprise Advisers and schools and colleges in the cluster;
- Introducing and facilitating the use of The Careers & Enterprise Company toolkit;
- Ensuring that a local Enterprise Advisers' network group is in place to offer support and share best practice amongst Enterprise Advisers;
- Introducing Enterprise Advisers to local resources and contacts and helping them make best use of opportunities;
- Providing Enterprise Advisers with the appropriate level of mentoring and coaching;
- Holding regular one-to-one meetings with Enterprise Advisers; and
- Monitoring and evaluating the work of the Enterprise Advisers.