

The Role of the Enterprise Adviser

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.

Main purpose of the role

Supported by an Enterprise Coordinator, the Enterprise Adviser will work closely with the senior leadership team of a specific school or college.

The Enterprise Adviser will:

- Support the development of a whole school strategy for careers, enterprise and employer engagement
- Provide access to their local business networks
- Help schools and colleges to focus efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people.

Activities

The Enterprise Adviser will work with a school or college on a one-to-one basis. The Enterprise Adviser will be matched and introduced to that school or college by the Enterprise Coordinator.

The Enterprise Adviser will:

- Be committed to supporting a school or college for at least 1 academic year, committing a minimum of 8 hours 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
- Working with the Enterprise Coordinator, conduct an initial diagnostic and support the school or college in identifying priority areas for support
- 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
- With expert sector knowledge of their sector, commit to developing a good understanding of the wider employment base in their locality
- Engage in the LEP Enterprise Adviser induction programmes
- Join the LEP Enterprise Adviser network group and attend the network meetings
- Share best practice across the Enterprise Adviser network and provide support to other Enterprise Advisers
- Utilise the resources provided by the Enterprise Coordinator such as the toolkit
- Promote the role of Enterprise Advisers amongst existing contacts and networks to contribute to the recruitment of new Enterprise Advisers.

Enterprise Advisers will not:

- Use their position to promote or sell services of any sort to schools or colleges
- Duplicate existing activity: they will be mindful of other organisations working locally and be clear that their role is complementary to any existing activity
- It is important that there are no conflicts of interest.

Skills and experience

Enterprise Advisers will be:

- Drawn from the world of work (businesses and the public sector, organisations of all sizes including the self-employed)
- 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
- Well connected to employers of all sizes and the self-employed and have established networks and contacts which they are willing to share
- 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
- 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.

Help and support

All Enterprise Advisers will receive:

- Initial training on working in schools and colleges
- Opportunities to network with other Careers & Enterprise Advisers who are assisting schools and colleges across the Tees Valley
- A completed action plan developed by the school / college which identifies the areas of their careers, enterprise and employer engagement programmes they wish to build upon
- A DBS clearance check
- The support of a centralised “hub” approach to Careers & Enterprise activities coordinated by Tees Valley Combined Authority
- Access to a “toolkit” of suggested resources and activities on a national, local and sector level.

Benefits to employers

The benefits of getting involved for employers are:

- The chance to support the development of your future workforce
- Great opportunities to develop your own employees; There are lots of opportunities for your employees to get involved either as volunteer Careers & Enterprise Advisers or supporting other activities
- Easier access to schools and colleges
- The opportunity to become part of a local network
- Professional development and training for Careers & Enterprise Advisers
- The Careers & Enterprise Adviser network provides a forum for employers to work together to resolve local skills issues.

All Enterprise Advisers must be DBS checked.

Contact

If you would be interested in this volunteer opportunity, please contact:

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