

The Role of the Enterprise Adviser

Your role as an Enterprise Adviser (EA) will be to partner with a secondary school or college to support them in the development and implementation of their careers strategy ensuring all students are prepared and inspired for the fast-changing world of work.

Working with the Careers Leader and wider senior leaders of the school or college, EAs help to build connections between employers and education to improve young people's career prospects. Enterprise Advisers provide valuable employer perspective to the Careers Leaders, as well as supporting the integration of careers in the school or college's wider curriculum, putting opportunities with local employers at the heart of a young person's education.



Activities of an EA

The EA will be matched and introduced to a school or college by their local Enterprise Coordinator.



The EA will:

- Support a school or college for at least one academic year. The majority of our EAs continue their role after the first year.
- Volunteer sufficient time with their school or college to achieve positive change. A good guide is at least one meeting per half term (i.e. every 2 months). This can be face to face or virtual, along with any travel, prep work or follow up.
- With the support of the SLT, develop, shape or add value to the school or college's strategic careers plan and progressive careers programme.
- Work with the EC and Careers Leader to conduct a self-evaluation of the school or college's progress through the Compass+/Compass Classic tool 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.
- Support the school or college to develop a good understanding of the local labour market needs and support the embedding of this within the school or colleges strategic careers plan.
- Engage in the Local Enterprise Partnership (LEP) (or equivalent) and CEC EA inductions programmes, wider support and resources.
- Join the LEP (or equivalent) Enterprise Adviser Network group and attend the network meetings.
- Share best practice and provide support to other EAs.
- Promote the EA role amongst existing contacts and networks to contribute to the recruitment of new EAs.



EAs 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 Knowledge of an EA:



Relationship and Stakeholder Management. The EA will be able to build relationships and influence the Careers Leader, SLT, Governors and other teaching staff within the school or college. An EA is also able to draw on their wider network to build new relationships alongside the school.



Analytical skills. An EA is able to support the Careers Leader and SLT to interpret data, evaluate plans and reflect on past activity.



Strategic Planning. An EA is able to work with the Careers Leader and SLT to set a vision for careers with a strategic plan and compelling business case. At times this may require experience of change management or supporting a culture shift within the school or college.



Communication. Be able to communicate with a wide range of stakeholders, being persuasive and showing leadership. An EA can support and coach their Careers Leader using strong emotional intelligence and being a critical friend.



Well connected to employers 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 and embed these within the school or college.



Each school and college will have slightly different needs, as such the support an EA can provide will also slightly differ. Your local EC will work with you and the school/college to ensure that your knowledge and skill set can be effectively utilised during the matching process.

All Enterprise Advisers must be DBS checked. If you have any queries regarding the DBS check process, please contact your local Enterprise Coordinator.

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