

Post Specification

Date	July 2025
Post Group Number	
Post Title	Careers and Enterprise Coordinator
Job Family	Cumbria Careers Hub
Job Family Role Profile	
Final Grade	11

To be read in conjunction with the job family role profile

Service Area description

Cumbria is working to build a stronger, more resilient economy that offers opportunities for everyone. At the heart of this ambition are our young people, who are essential to the region's future economic success. We want every young person to have access to excellent career opportunities and be well prepared to apply for them – and that's where you come in.

New government careers guidance, published on 8 May 2025, sets the direction for ensuring all young people can access a minimum of two weeks' work experience. The Cumbria Careers Hub is playing a key role in delivering this ambition, working with both employers, educators and partners to create the conditions for success, trialling innovative approaches, and piloting targeted support for those who need it most.

Purpose of this post

The Careers and Enterprise Coordinator sits at the heart of Careers Education in Cumbria. The role is pivotal to supporting schools and colleges deliver an outstanding careers guidance programme which ensures every young person finds their best next step.

To support economic growth and reduce skills gaps in Cumbria, you will encourage and make it easier for local employers to engage with schools and colleges to improve their careers and enterprise activities bridging the gap between the classroom and the world of work.

As part of the wider Careers Hub team, you will support the development and delivery of the Careers Hub Strategy with specific responsibility for delivering key projects that will have greatest impact.

Key job specific accountabilities

Collaborate with partners and stakeholders to understand current and future skills needs for the area to ensure the careers programme in Cumbria is relevant and current.

Build and maintain effective relationships with senior leaders in local schools and colleges to deliver impactful careers education.

Support and facilitate the Enterprise Adviser (EA) programme of activity across the network with a particular focus on your caseload.

Support schools and colleges to self-assess their careers programme using CEC digital tools including the Future Skills Questionnaire, Compass and the Careers Impact System (training will be given), driving careers leadership in schools and Gatsby Benchmark performance so that all young people are receiving help from high quality careers guidance.

Rigorously track, monitor, analyse data sources working closely with the Careers and Enterprise Company (CEC) to develop targeted interventions that will improve results for schools, colleges, employers and individual students.

Optimise the performance of the Hub by utilising and tailoring national resources and cascading learning from the CEC and staying ahead of best practice examples, emerging guidance and legislation.

Raise the profile of the programme locally through all available channels including but not limited to local stakeholders, business leaders and education leaders.

Lead and coordinate relationships between the EA, the school/college and the wider Network with a focus on impact, successful transition and destination outcomes for young people.

Regularly review the network to ensure the members (at all levels) remain engaged and proactive, via communications, training, and support.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> No direct budget management
Staff Management Responsibilities	<ul style="list-style-type: none"> No staff management responsibilities
Other	<ul style="list-style-type: none"> Direct contact with Senior leaders in Schools and Colleges, business leaders and key stakeholders including young people and parents.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4) in a relevant area
- Demonstrable experience of engaging and building relationships with leaders from schools, colleges, and businesses.
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.
- A strong background in stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and/or careers sector.
- A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise, and the current careers education and corporate social responsibility landscapes.
- 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.
- A demonstrable understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands	Provide support to Career Leaders who may be under pressure from demands on the role.
Physical Demands	Lifting and moving of small exhibition stands and materials Standing at events
Working Conditions	Able to attend some meetings and events out of hours
Other Factors	
<ul style="list-style-type: none"> • Ability to travel throughout Cumbria 	