



Enterprise Adviser

Role location: England-wide

The purpose of the role:

The CIPD has partnered with the Careers & Enterprise Company to inspire and prepare young people for the fast-changing world of work. As an Enterprise Adviser, you'll be matched with a school or college and will advise and support the Senior Leadership team to develop and implement their careers strategy. Focusing on both vocational and academic routes to work, you'll inspire students and build their understanding of the skills required for the world of work.

What you will do:

- Develop a good understanding of the local labour market, employment base and other local opportunities
- Attend meetings with your school or college
- Partner with teachers to audit existing careers provision and identify successes, challenges and gaps
- Based on audit findings, support teachers to design a whole-school career strategy, consisting of a range of programmes available, including guest speakers, CV writing, skills development, and work experience
- Share best practice and learnings across the Enterprise Adviser network via social media and other channels
- Communicate regularly with the Enterprise Co-ordinator and the CIPD, keeping them up to date with successes and challenges.

What skills and experience do you need?

- Experienced business professionals able to influence and work at the strategic level
- Confident communicators and networkers
- Proactive and keen to give back to their local community
- Supportive, pragmatic, and flexible
- Sympathetic to the many challenges' schools can face.



What is your commitment?

- One to five hours a month (includes at least one meeting with a matched school per half term, i.e. every two months) for one academic year (currently this programme is running virtually/remotely by video call/phone/email, however in the future this could include face-to-face meetings with teachers during school hours)
- Attending an induction session
- Providing feedback to the CIPD on your experience at key points throughout the year.

What Support is provided?

- An induction session
- Toolkits and resources to help map out a range of programmes
- Support from an Enterprise Coordinator who will connect schools to local programmes and draw on other networks to help put plans into action
- Labour market information to help you build industry links
- Optional networking and training sessions
- Valuable connections and networking via the CIPD Branches network
- Regular newsletter for CIPD volunteers.

What are the benefits to you?

- Inspire the future generation using your background and skills
- Develop your existing skills and learn new ones (Continuing Professional Development) within the education sector
- Get creative and enjoy a new challenge
- Give back to the local community and make a real difference
- Meet new people and broaden your professional network.

How to apply:

1. Register your interest via a short online form cipdenterpriseadvisers.co.uk
2. You'll be contacted by email with information on the next stage
3. Submit an application form and CV via email
4. Have a short telephone interview with the CIPD.

It is part of everyone's responsibility at CIPD to foster an inclusive working environment that enables a diverse range of people to work together effectively and takes action to remove barriers to participation.