



JOB DESCRIPTION

Role	Careers and Work Inspiration Project Officer
Reports to	Youth Guarantee Lead
Directorates	Economy and Growth
Department	Skills & Employment
Pay Grade (Pay Award 25/26 Pending)	NJC 10 (£37,938-41,510)

Job Purpose

This role is responsible for supporting the design and delivery of a range of innovative projects that improve access, awareness and participation across a range of careers and skills programs. Your work will focus on developing and promoting inclusive, high-quality careers and employability activities whilst contributing to both the successful delivery of key contractual outputs and strategic objectives, ensuring that projects are impactful, inclusive, and aligned with long-term regional priorities.

Key Responsibilities:

- Work to the Youth Guarantee Lead to identify and deliver project-based strategies that drive the innovative delivery of priorities outlined in both operational and strategic plans for the workstream and the wider all-age careers commitment of the combined authority.
- Identify and build the relevant cross-sector stakeholder network. This will require effective communication, influencing skills and the ability to change behaviour. By fostering these relationships, this will enhance cohesion, innovation, and the success of the network.
- Lead a co-creation approach to partnership working, both locally and nationally, in the employment and skills sector. Identify and cultivate opportunities for joint initiatives, building strong, sustainable partnerships that foster shared goals.
- Acting as a subject matter expert by partnering with schools, training providers, and other relevant organizations to enhance careers curricula and ensure that all residents have access to high-quality careers information, advice, and opportunities.
- Support the creation and execution of strategies to engage local employers, ensuring their involvement in shaping and driving careers and employability initiatives, as well as informing and influencing project outcomes.
- Lead the development and growth of vibrant, inclusive, and diverse 'communities of practice' that enhance collaboration among both commissioned and external partners. Facilitate peer-to-peer learning, knowledge exchange, and the scaling of successful initiatives to maximize impact.
- Manage delegated budgets where applicable, ensuring the implementation of effective commissioning processes, delivery models, and performance management frameworks that support project goals and outcomes.
- Proactively identify gaps in existing services and systems within the employment and skills landscape, recommending innovative solutions. Where appropriate funding exists, lead the design and execution of projects and initiatives that address these needs, driving continuous improvement.
- Collaborate with key partners to shape and influence careers services that are responsive to the evolving local needs and priorities, ensuring that services meet the demands of both employers and job seekers. Explain, encourage, adapt.



- Design and implement a strategic plan to engage with employers, understanding their career development pathways and articulating opportunities for skills progression within their organizations and sectors.
- Lead the development of high-quality resources, content, and tools to improve careers and skills pathway information. These resources should serve employers, residents, educators, and other stakeholders, empowering them with the information needed to navigate the skills landscape effectively.
- Maintaining knowledge and oversight of a broad spectrum of careers and employability policy and practice that may impact or inform working practices
- Create and maintain up to date and detailed records of activities undertaken as part of your day-to-day role using the internal CRM system.
- Undertake detailed and accurate data capture and reporting in line with funders reporting requirements, in a regular and timely manner.
- Be proactive in networking and raising the profile of the service with a range of stakeholders relevant to achieving hub priorities, this will require frequent travel, some of which may fall outside of usual working hours
- Any other activity reasonably required as a part of this role

Person Specification

EXPERIENCE

- Significant experience in a responsible operational or project capacity, within a role relevant to careers or employability.
- Significant experience of working with external stakeholder to design and delivery solutions that engage users
- Track record of developing purposeful partnerships to achieve mutual goals and ambitions
- Able to demonstrate stakeholder engagement and influencing skills at all levels, including senior decision makers
- Ability and confidence to identify and champion opportunities to increase operational value add and contribute towards success.
- Some experience of evaluation approaches and understanding of impact evaluation
- Convening and influencing within complex partnership environments involving partners from across the private, public and third sectors
- Experience of managing successful projects and events

KNOWLEDGE & SKILLS

- Understanding of the education, skills & careers landscape both regionally and nationally, and the policies that drive and influence those sectors (essential)
- Knowledge of the Gatsby benchmarks (highly desirable)
- Appreciation of the issues and barriers to employment (essential)
- Understanding of employer needs in relation to building skills capability across the workforce (essential)
- Qualified to a minimum level 3 in a subject that shows capability or relevance to fundamentals of the role



BEHAVIOURS

- Highly adaptable - to changing circumstances and demands
- Motivated and able to work in a self-directed manner
- Tenacious – complete finished that is solutions focused
- Relationship management skills; able to engage, influence and drive collaboration with a variety of stakeholders to achieve results.
- Able to identify risk and opportunities and make confident recommendations
- Highly organised, well developed time management skills with effective priority setting.
- Proactively address problems and work collaboratively to develop effective solutions to achieve results.
- Able to work under pressure, is resilient and remains calm and focussed.
- Growth mindset and commitment to continuous improvement