



## JOB DESCRIPTION

<b>Role</b>	<b>All Age Careers Service Lead</b>
<b>Reports to</b>	<b>Senior Programme Manager</b>
<b>Directorates</b>	<b>Economy and Growth</b>
<b>Department</b>	<b>Skills</b>

### Job Purpose

The Cambridgeshire & Peterborough Combined Authority supports a region that is unique in its contrasts. Working alongside our rich variety of education, and community partners, we're helping to grow a world-class workforce for a world class region, at the same time as supporting the learning needs and aspirations of residents from some of the least advantaged areas of the UK.

We're looking to recruit an outstandingly innovative careers professional who has the vision and creativity to translate our strategic ambitions into a best-in-class, and all-age, careers service across our region. This is a job for someone with a deep sense of public purpose and who comes to work to make a difference. It also requires sensitive leadership skills to bring together our wide variety of partners and communities of interest.

What we do at the Combined Authority changes lives, and we are trusted with the stewardship of public money to unlock all the rich potential in our people. We feel privileged to take on this responsibility and we'd love you to hear from you if you share our passion for making Cambridgeshire and Peterborough a brilliant place to live, work and play.

### Key Responsibilities:

- Work with partners to co-create a best-in-class all age careers service for the region.
- Establish, inspire, and grow a network of co-creation partners working across the employment and skills landscape locally, and nationally – creating more opportunities for joint-working and building partnership opportunities.
- Identify gaps in existing systems and services; develop and execute plans to address these gaps.
- Working with partners, shape and influence careers services which anticipate and respond to local needs and priorities.
- Design and execute a plan to engage with employers to better understand/ articulate career development pathways.
- Work with schools and partners to grow careers curriculum and ensure that all residents can access high quality careers information and opportunities.
- Lead on the development of high-quality resources and content to improve the careers information and tools available to employers, residents, and other communities of interest.
- Working with partners, and especially employers, lead on the delivery of Careers Fairs and Careers-based events across the region.
- Develop an outcomes-based evaluation framework to measure impact against CPCA's strategic objectives



## Person Specification

### **BEHAVIOURS**

- An inspiring leader and supportive team player who gives much more than takes.
- Comfortable letting others lead when appropriate.
- Passionate about making a difference.
- A trusted colleague and partner
- Lives and breathes the highest standards of integrity.
- Able to see the big picture and cares about the detail.
- A great organiser
- Self-motivated and can motivate others
- Works comfortably across boundaries and can handle ambiguity.

### **KNOWLEDGE & SKILLS**

- Understanding of the education, skills & careers landscape
- Knowledge of the Gatsby benchmarks
- Appreciation of the issues and barriers to employment
- Understanding of employer needs in relation to building skills capability across the workforce
- An understanding of relevant policies relating to skills, education and careers
- Understanding of the skills and employability agenda across the region

### **EXPERIENCE**

- Connecting with young people and adults to ensure they have the required resources and inspiration to inform their career choices.
- Building purposeful partnerships
- Sensitive stakeholder engagement and influencing skills
- Able to turn strategy into action and evaluate impact.
- Convening and leading in complex partnership environments involving partners from across the private, public and third sectors
- Experience of managing projects and events
- Working in skills, apprenticeships, early careers, talent development or related, field.