



## Job Profile

<b>Job Title</b>	Strategic Business Partnerships Manager
<b>Location</b>	Home based with travel, including to our London office
<b>Reporting to</b>	Head of Strategic Business Partnerships
<b>Term</b>	Permanent
<b>Pay Level</b>	Manager

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Do you want to be part of a mission-driven team focused on transforming young people’s lives? If so, we’d love to hear from you!

### Role Summary

At The Careers & Enterprise Company (CEC), the engagement of employers is essential to us achieving our mission. We work with over 450 leading employers, 3,500 business volunteers and over 50 sector bodies to support them to engage with schools, colleges and specialist settings to identify simple, practical and meaningful ways to maximise their impact.

This role sits in the Strategic Business Engagement (SBE) team, a function within CEC’s Strategy & Communications directorate with an exciting remit to grow and innovate strategic engagement with employers and their business sectors. SBE is co-led by the Head of Strategic Business Partnerships and Head of Grants and Development who take overall responsibility for four underlying objectives of CEC’s work:

**1. Delivering business leadership and impact**

- Overseeing the development and propagation of Employer Standards and associated resources to set out clearly and consistently what good looks like in employer engagement with careers education.
- Ensuring there are leading business advocates who can speak to key policy issues.

**2. Leveraging partnership and investment**

By offering and co-designing propositions to work with corporate organisations to leverage pipeline opportunities for partnership and funding.

**3. Developing the national to local employer offer**

- Ensuring that businesses from all sectors/sizes can engage nationally with CEC through a simple and engaging “ask and offer”
- Consistent articulation of the national frameworks, best practice and support employers can access via place based Careers Hubs.

#### **4. Strong sector engagement**

Ensuring a broad range of sectors are engaged in key CEC employer offer. Convening of priority sectors aligned to Skills England and the Industrial Strategy to deliver specific projects using CEC's infrastructure, quality frameworks and insights to collaborate for greater impact.

The Strategic Business Partnership Manager will be responsible for focusing on the national engagement of employers as part of a new fund aimed at engaging Alternative Provision institutions, enabling them to expand access to high-quality work experience for young people who often face additional barriers. You will play a key part in ensuring that we develop a pipeline of employers who will be ready to offer experiences to young people attending Alternative Provision. To achieve this, you will support the development of an employer advisory group, host and manage employer roundtables, develop case studies, best practice and guidance for employers. You will also lead on the development of a campaign to engage more employers.

We are looking for a highly experienced relationship manager who understands businesses and can develop a successful proposition to build a sustained pipeline. By building relationships, understanding best practice, and developing materials you will work with the Strategic Business Engagement team to develop national relationships and materials that can support our place-based Careers Hubs to meet the needs of the Alternative Provision in their areas.

Examples of our support to employers can be seen on [Employers | The Careers and Enterprise Company](#) and [Workplace experiences | The Careers and Enterprise Company](#)

#### **Key Responsibilities**

The Strategic Business Partnerships Manager will work across three key areas of responsibility:

##### **Stakeholder management & pipeline development**

- Supporting the establishment and running of employer roundtables to gather intel, case studies and identify advocates for ongoing work.
- Leading on the recruitment, development, and management of an employer advisory group for Alternative Provision support.
- Leading on developing national employer advocates for engaging with Alternative Provision who stand up to quality measures and can work with wider CEC Networks to be key influencers.
- Development of a national pipeline of employers to offer modern work experience opportunities to young people attending Alternative Provision, focused on where there are gaps.

##### **Development of materials, guidance & support**

- Lead the project management of a new campaign to engage employers in offering work experience to young people in Alternative Provision.
- Develop CPD and best practice resources to support employers/sectors who want to offer work experience to young people in Alternative Provision. This will also include considering employers at different stages of engagement (new to experienced), sizes (sole trader, micro, small, medium, large) and capacity.
- Work with partners internally and externally to identify best practice, case studies that can be used for both CPD and engagement.

### **Team and Organisational Effectiveness**

- Work closely with the Programmes team in Network & Employers to support the WEX and AP functions in Careers Hub with any national outputs and identify areas of support needed.
- Act as an ambassador for CEC, attending and presenting at employer stakeholder forums.
- Work with teams across the company – Network & Employers team and Education Development team to align work and ensure national support can embed locally with partners.
- Project management and accountability for work on the Alternative Provision fund, ensuring we meet targets and build successful relationship, both internally and externally.
- Undertake additional projects and activities to support CEC objectives.

### **Qualifications and experience required**

#### **Essential:**

- Background in corporate relationship management/account management - able to build relationships at all levels and sell propositions to organisations.
- Proven track record in presenting and holding relationships at the most senior levels of organisations and in driving collaboration to create greater impact.
- Experience of developing propositions for an employer audience.
- Significant experience in developing resources to support employers to develop quality outreach with young people.
- Demonstrable experience of operationalising national strategy into projects and programmes, ideally across multiple locations.
- Experience of developing events (including CPD) and case studies for the employer audience.
- Significant experience of managing multiple clients/stakeholders and projects to time and budget, managing risk, and maintaining a high-quality service level.
- Private & Public sector experience preferred including a strong track record of managing and delivering a stakeholder engagement programme.
- A demonstrable understanding of the current careers' education and corporate social responsibility landscapes.

#### **Desirable:**

- Expertise in engaging specialists education settings, especially Alternative Provision.
- Experience of supporting employers to develop/run work experience.
- Experience working within HR and Talent programmes.
- Experience of developing and delivering CSR programme

### **Skills and core competencies**

- Collaborative and good at building and managing stakeholder relationships at all levels – both externally and internally.
- An excellent communicator with good interpersonal skills, confident working with individuals at all levels, presenting to a variety of audiences, and with the ability to influence others.
- Solutions-orientated individual who can mobilise people to deliver results.
- Team player who supports and develops others to perform at their best.
- Analytical, detail-orientated individual who can use data to influence pipelines and projects.
- Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders, identifying, and managing risk appropriately.
- Pragmatic and adaptable with the ability to deal with ambiguity and effectively manage through conflict.

- Creative thinker with the ability to scope new ideas, challenge others and be challenged to drive innovative and collaborative solutions.

**Job Profiles are not part of the terms and conditions of employment and may be subject to change.**