



CYNAM



## Job Description

<b>Job Title</b>	Cyber Skills Growth and Enterprise Co-ordinator
<b>Location</b>	
<b>Reporting to</b>	CyNam Managing Director and GFirstLEP Skills Lead / Hub Lead
<b>Direct reports</b>	None
<b>Term</b>	12 months (with strong likelihood of funding extension beyond this)
<b>Salary Range</b>	£30,000 - £40,000

CyNam is a Community Interest Company focused on enabling the growth and development of people and organisations within Cheltenham and Gloucestershire's flourishing cyber-tech ecosystem.

A key factor in the successful growth of the sector is addressing the cyber skills gap. To achieve this CyNam works with schools, academia, training providers, NCSC and industry to provide opportunities for young people to gain an understanding and experience of the industry, and ultimately employment, in what is an exciting, varied and thriving sector. By championing initiatives such as the NCSC's Cyber First Schools programme we have seen increased engagement from industry resulting in greater take-up of technical subjects (STEM and Computer Science) from students at schools across the region as well as generating employment and career development opportunities.

Building on this success, CyNam is working in partnership with the GFirstLEP, The Careers & Enterprise Company and Capita to recruit a Cyber Skills Growth & Enterprise Co-ordinator who will expand on our schools and industry engagement work, to inspire children and young adults to career opportunities in the cyber industry. In addition, CyNam is developing a programme of activities focused on the 18-24 year old age group as well as engaging people from disadvantaged communities to develop opportunities for them to gain exposure and access to the cyber industry.

The Careers & Enterprise Company (CEC) has been set up to inspire and prepare young people for the fast-changing world of work.

It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 200 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, or 15 schools and colleges in "Careers Hubs".

Significant focus has been on improving links between employers and schools and colleges, to create powerful, lasting connections. Over 3000 Enterprise Advisers - business volunteers who have signed up to provide strategic support to individual schools and colleges – are now part of the Enterprise Adviser Network (EAN). More than 300 Cornerstone Employers from a range of business sectors and sizes have stepped up to support young people in Careers Hubs around the country.

## Role Summary

The Cyber Skills Growth Lead & Enterprise Coordinator (EC) will work with CyNam colleagues and other Enterprise Coordinators to establish and nurture relationships with cyber security and cyber-tech business in the local area. Building on these relationships they will promote and develop industry engagement activities aimed at growing cyber skills within the region and providing related career opportunities.

Working closely with the GFirstLEP Skills Lead and/or Hub Lead, the Employer Engagement EC will ensure the local Labour Market Information (LMI) for the LEP is embedded in the employer strategy, building links with local businesses that represent the range of opportunities in the cyber sector. This work will support local employers to gain an understanding of the future workforce, while supporting independent choice and supporting positive outcomes for young people.

## Key Responsibilities

### Enterprise Advisers

- Lead on the recruitment of Enterprise Advisers (EAs) from the Cyber Sector and other growth sectors in Gloucestershire, encouraging diversity in recruitment
- Responsible for the smooth induction of Enterprise Advisers and for tracking the time to match them to a suitable school / college, with a target of no longer than 3 months
- Responsible for tracking 100% completion of all DBS checks for EAs prior to them working with a school / college and within no more than 3 months of confirming them in post
- Overview of the source of all EA referrals to support the generation of additional EAs where there are opportunities

### Strategic Employer Relationships

- Supporting and encouraging all employers to provide opportunities for young people to gain experience of the cyber industry with a view to future employment.
- Leading on relationships with Cornerstone Employers including enabling Cornerstone Employers to understand and support local needs, aligning activity with LEP priorities, targeting disadvantage and building sustainable relationships.
- Engaging with LEP-led employer groups including Skills Advisory Panels, for example.

### Employer Encounters

- Maximise employer encounters across the full breadth of the cyber security and cyber-tech sectors and demonstrate alignment of these encounters with local LMI
- Develop relationships with schools and community groups in order to maximise the impact of Employer Encounters
- Acting as an ambassador for CyNam and the CEC including raising the profile of the EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.

### Apprenticeship focus

- Promoting opportunities for young people to hear about apprenticeships and vocational training
- Working with Industry to promote the use of apprenticeships and understanding factors which are constraining uptake

- Working with apprenticeship providers in the region to address factors that are constraining uptake and encouraging join-up with local businesses to ensure the skills being developed are right for the industry
- Tracking and monitoring apprenticeships take-up

### **NCSC Cyber First programme**

- Work with the NCSC Cyber First team and colleagues from other UK Cyber Clusters to support the roll out of the Cyber First Schools programme to other regions of the UK, through the sharing of best-practice from the region.

### **Implementation and Impact**

- The ability to negotiate commitment from stakeholders
- Evaluation of the impact of the EAs recruited and tracking the reach of the employer encounters
- Identifying and sharing best practice in employer engagement

### **Qualifications and experience required**

- Demonstrable experience of engaging and building relationships with leaders from businesses in the cyber security and/or technology industries.
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.
- A strong track record of stakeholder engagement and management and of communicating with a variety of audiences.
- 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.

### **Skills and core competencies**

- Excellent communication and interpersonal skills, with the ability to persuade a variety of audiences and encourage others to use new ways of working.
- Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.
- Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders.
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity and work in a start-up culture.

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

### **Further Background to The Careers Enterprise Company**

The Company has committed £15m to building a Network of nearly 4000 schools and colleges, unlocking over £5m in match funding in 2018-2019 alone. Additional funding has been directed to geographic areas in the country most in need of support – the 'Cold spots' – where 300,000 young people have benefitted.

Christine Hodgson, Chairman of Severn Trent, is Chair of The Careers & Enterprise Company. Other board members include Steve Holliday; former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL; Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince's Charities; Mo Isap, Chair of the Greater Manchester Careers and Employability Board and David Baldwin, current Head Teacher of Churchill Community College. The company is led by Oli de Botton, CEO and former Head Teacher at School 21 in East London.