

Job Description	
Job Title:	Cheshire and Warrington Careers Hub – Quality Lead
Reporting to:	Cheshire and Warrington Careers Hub – Operational Hub Lead
Work Base:	Hybrid - Wyvern House, Winsford (Office)
Grade:	2.2

<p>Main Purpose of Role:</p> <p>To support the delivery of high-quality, impactful careers education and skills development across schools, colleges, and training providers. This role will drive continuous improvement, foster employer engagement, manage strategic partnerships, and leverage labour market intelligence to ensure alignment with national policy and local economic priorities.</p>
<p>Key Responsibilities:</p> <p>Support Continuous Improvement of Careers Education</p> <ul style="list-style-type: none"> • Support schools and colleges to implement a strategic approach to careers education, in collaboration with employers and partners, to ensure all young people have access to quality support and guidance to prepare them for the modern workforce, aligned with national and local priorities • Build the capacity of the education workforce through tailored consultation and guidance, quality assurance, facilitation of professional development opportunities, and fostering collaboration to ensure the delivery of high-quality, compliant, and impactful careers provision in alignment to national policy and good practice. <p>Employer engagement and preparing for the government's Work Experience Guarantee</p> <ul style="list-style-type: none"> • Work with senior leaders across schools, colleges, employers, providers and partners to create the conditions for success for the government's ambition of 2 weeks' worth of work experience for every student, testing approaches for those that need the most support and piloting activity. • Expand and strengthen a network of business volunteers to deliver high-quality modern work experiences and employer engagement activity which supports the development of an inclusive future workforce aligned to local economic priorities. • Build capacity of employers through tailored consultation, implementation of the employer standards, facilitation of professional development opportunities, and fostering collaboration to support meaningful engagement with educators and young people which delivers mutual benefit. • Work intensively with small cohort of priority schools to support implementation of high quality modern work experience in alignment with the Careers and Enterprise Company's EQUALEX framework. <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Build and sustain, cross-sector partnerships with education, businesses, Local Authorities, the Department for Work and Pensions (DWP), service providers, and other key stakeholders.

- Work collaboratively to support local strategic alignment of careers hub support, enhance quality and impact of careers related provision and support sustained partnerships.

Using Data Insight & Labour Market Intelligence to inform practice

- Utilise national and local economic intelligence and data insights to equip educators, employers and other key partners with up-to-date labour market information, youth voice and careers education metrics to inform decision making around skills investment and training, curriculum development and careers education.

Reporting Lines:

Reports to Operational Hub Lead

Objectives:

Continuous Improvement in Careers Education	<ul style="list-style-type: none"> ▪ Drive sustained investment in careers infrastructure with a strategic focus on leadership development and embedding a systematic, high-quality approach. Ensure careers provision aligns with whole-school and college improvement priorities, raising standards, promoting equity, and improving learner outcomes.
Implementation of the National Work Experience Guarantee	<ul style="list-style-type: none"> ▪ Deliver the Department for Education's statutory guidance by ensuring all young people—especially those from disadvantaged backgrounds have equitable access to diverse, high-quality work-related experiences. Strengthen the interface between education and business to promote social mobility and prepare a future-ready workforce.
Empowering Educators with Labour Market Insight	<ul style="list-style-type: none"> ▪ Equip educators with regional labour market intelligence and economic data, integrated with school or college performance metrics. Enable curriculum leaders and teaching staff to design programmes aligned with current and future employment opportunities, enhancing careers education and learner readiness.
Championing Quality and Expertise	<ul style="list-style-type: none"> ▪ Act as a subject matter expert in a designated area that supports Quality Lead's responsibilities. Provide thought leadership, guidance, and innovation to enhance the quality and impact of careers education and employer engagement.

At a Glance Summary:	
Managing Others	<ul style="list-style-type: none"> Responsible for own work only.
Level of responsibility	<ul style="list-style-type: none"> Business impact of role is largely at an operational level; Required to complete a mixture of routine and non-routine tasks. Possesses no financial responsibilities e.g. Able to place orders against budgets but requires authorisation / financial sign off.
Specialist knowledge:	<ul style="list-style-type: none"> Able to share developing specialist knowledge with other colleagues on an ongoing basis, as required by the role. Has a good working knowledge of the organisations procedures and management systems. Demonstrates effective leadership and resource management skills and general knowledge of legislation relevant to managing the team. May be working towards (or possess) a professional qualification.
Problem Solving & Decision Making	<ul style="list-style-type: none"> Work requires creative problem solving and / or decision making on a range of operational problems on a regular basis. Ingenuity and sound judgement is required to ensure effective use of resources. Decisions may on occasion need to be made without all the required information to hand. Influences on decision making are both internal and external in scope.
Planning & Organising	<ul style="list-style-type: none"> Prioritises own work on a day to day basis to meet the timescales set by Line Manager. Has autonomy to plan and schedule own diary to correspond and support others colleagues in relation to collaborative projects, within the parameters of the role.
Communication & Influencing Others	<ul style="list-style-type: none"> Required to influence / persuade others e.g. sales / service or recommending a particular approach / course of action. Creates written communications for others (e.g. Reports / Presentations) with a view to inform / influence others (e.g. stakeholders / clients / partner organisations), within the parameters of the role.

Person Specification		
Specification	Essential (E) or Desirable (D)	Method of Assessment
Education & Training		
Competent user of mainstream IT software, web-based technology and social media.	E	Application Interview
Degree level qualification or equivalent	D	
Member of relevant professional body	D	
Skills & Abilities		
<ul style="list-style-type: none">Ability to think strategically and align careers education with broader educational and economic priorities.	E	Application Interview
<ul style="list-style-type: none">Strong interpersonal skills with an ability to influence change and drive collaboration across a diverse range of stakeholders at all levels	E	
<ul style="list-style-type: none">Proven ability to work collaboratively across sectors, including education, business, and public services.	E	
<ul style="list-style-type: none">Experience in coordinating projects with multiple stakeholders	E	
<ul style="list-style-type: none">Highly organised with the ability to manage multiple priorities and deliver to deadlines	E	
<ul style="list-style-type: none">Strong analytical skills to interpret data, identify trends, and inform decision-making	E	
<ul style="list-style-type: none">Excellent written and verbal communication skills tailored to diverse audiences.	E	
<ul style="list-style-type: none">Knowledge of the careers education sector, relevant policy and guidance including the Gatsby Benchmark framework	D	
<ul style="list-style-type: none">Knowledge of education and training pathways available to young people, including apprenticeships and technical education	D	
Achievements and Experience		
<ul style="list-style-type: none">A proven track record of engaging with and influencing senior, cross sector stakeholders to drive collaboration and affect change	E	Application Interview
	E	

<ul style="list-style-type: none"> • Strong evidence of initiating and managing the successful delivery of projects with impact and evaluation at their core to drive sustainable change. • Experience of marketing/communications and strategies to engage stakeholders. • Can demonstrate an understanding of school/college culture and the challenges faced in delivering careers education. • 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. • Experience of employer engagement, or working within an employer in an externally facing role- ideally in some form of educational outreach 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	
Personal Attributes		
<ul style="list-style-type: none"> • Compassionate, able to impact people through effective communication, social and relational intelligence. • Articulate and confident communicator, ideally with some experience of public speaking. • Highly organised – Proactive, can work autonomously and efficiently manage multiple priorities • Resilient, tenacious, able to remain calm under pressure to achieve goals and remain focussed. • Passionate about advocating for inclusive careers education 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application Interview
Other Requirements		
Valid Driving Licence	E	Application
Access to a vehicle for business use	E	