The Skills and Business Hub

Careers Hub Administrator

Recruitment Pack



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Welcome from our Chief Executive

Thank you for your interest in the role of Careers Hub Administrator for the Berkshire Careers Hub. This is an exciting opportunity to join our dynamic and ambitious team at a pivotal time, contributing directly to the strategic support and development of schools, colleges, and employers across Berkshire.

The Berkshire Careers Hub, part of The Skills and Business Hub, plays a key role in driving collaboration to improve careers education and opportunities for young people in the region. We work closely with businesses, educators, and stakeholders to empower young people to achieve their full potential while addressing local skills needs. Our aim is to foster a thriving ecosystem of careers guidance and employer engagement, aligned with local economic priorities.

We are a forward-thinking team with a strong reputation for delivery. The Berkshire Careers Hub has consistently supported schools, colleges, and employers in improving careers provision, with demonstrable success in helping institutions achieve and exceed the Gatsby Benchmarks. The Hub is supported by the national Careers and Enterprise Company and provides vital links between employers and education providers, ensuring that young people across Berkshire have access to meaningful career opportunities.

As a Careers Hub Administrator, you will have the opportunity to:

- Play a central role in supporting the delivery of careers education initiatives that positively impact young people across Berkshire.
- Work with a wide range of stakeholders, including schools, colleges, employers, volunteers and local partners, helping to strengthen links between education and the world of work.
- Develop your skills in administration, stakeholder engagement, event coordination and data management within a supportive and collaborative team environment.

We are looking for an organised, proactive and personable individual who enjoys working with a variety of stakeholders, has excellent attention to detail and takes pride in delivering high-quality administrative support. Most importantly, we are seeking someone who shares our commitment to improving opportunities for young people and supporting the development of a highly skilled local workforce.

We look forward to welcoming someone who will help us continue to build on our achievements and drive forward the Careers Hub's mission of transforming careers education across Berkshire.



Alison Webster, Chief Executive

Job Description

Post: Careers Hub Administrator

Pay Band 9: £24784.50 pro rata, per year

Reports to Strategic Careers Hub Lead

Location: Hybrid working with an office base at MyWorkspot Proxima, 1 Grenfell Rd, Maidenhead, Berkshire SL6 1HN which we expect colleagues to attend on regular occasions[1].

Working hours: Part-time, 20 hours per week

Contract Type: Permanent

About us: We are a not-for-profit independent company, established in November 2011. We are proud of our journey and transformation, evolving from our inception as Berkshire Local Enterprise Partnership (LEP) into a forward-thinking organisation that is a catalyst for economic growth, adding the personal touch to business and skills needs, from classroom to boardroom - becoming the partner of choice for local authorities, businesses and educational establishments.

The Skills and Business Hub builds on the legacy of the LEP, using our passion and knowledge to empower businesses, individuals and communities with the skills, resources and networks they need to thrive. Offering comprehensive support to Berkshire and beyond, we provide professional development, business advisory services, and meaningful connections that create opportunities and drive growth.

[1] Please note that whilst we pay expenses between sites and meeting places, we do not pay home to office mileage and expenses.

Background Information

The Careers & Enterprise Company (CEC) is the national body for careers education in England, delivering support to schools and colleges to provide modern, 21st century careers education.

Careers Hubs bring together schools, colleges, employers and apprenticeship providers across a local area. The goal is to work collaboratively to help schools and colleges improve how they prepare young people for their next steps in education, training and employment.

Strategy

The Careers & Enterprise Company aims to:

1. Deliver as much impact as possible on the lives of young people.
2. Deliver a universal service while targeting inclusion and removing barriers for young people.
3. Build a sustainable system where high-quality careers education can continue long into the future.

Role Summary

The Careers Hub Administrator will play a key role within the Berkshire Careers Hub, supporting the Hub Leads and Enterprise Coordinators with administrative functions and stakeholder engagement activities.

The post holder will contribute to the effective delivery of Careers Hub objectives by maintaining strong relationships with schools, colleges, employers, volunteers and other local partners.

Scope

The Careers Hub Administrator will work as an integral member of the Careers Hub team, supporting relationships with schools, volunteers and businesses across Berkshire.

The role provides a broad range of administrative support and will involve establishing and maintaining links with local stakeholders, including schools, colleges, businesses, volunteers and local government partners.

Key Responsibilities

Operational Delivery

- Provide administrative support to the Hub Leads and wider Careers Hub team.
- Act as a key contact for sharing information and Careers Hub data with The Careers & Enterprise Company and local partners.
- Liaise with key staff in schools and colleges to arrange meetings, provide updates and share resources as required.
- Check and monitor the Careers Hub generic email inbox and team distribution lists.
- Prepare and compile Careers Hub newsletters, news bulletins and online noticeboard updates.

Reporting and Information Management

- Collate and present information relating to Careers Hub achievements and progress against targets.
- Support reporting processes, evaluations, sharing of key learning and dissemination of best practice.
- Track Enterprise Adviser activity and contribute to reporting and case study development.
- Maintain accurate records and data in line with organisational requirements.

Stakeholder Engagement and Relationship Building

- Support engagement activities with businesses, employers and education-business link organisations.
- Build and maintain positive relationships with schools, colleges, employers, volunteers and partner organisations.
- Support the recruitment of Enterprise Advisers, promoting diversity and inclusion within volunteer representation across local sectors.

Enterprise Adviser Support

- Support Enterprise Advisers through induction processes and training activities.
- Coordinate Enterprise Adviser network meetings and support ongoing development opportunities.
- Work with the team to ensure DBS checks are completed for Enterprise Advisers before they begin working with schools.

Event and Meeting Coordination

- Organise network meetings, training sessions and Careers Hub events.

- Attend national and local Careers & Enterprise Company training as required.
- Provide logistical and administrative support for stakeholder meetings and engagement activities.

Person Specification

Requirements	Essential	Desirable
Qualifications		
English Language and Mathematics GCSE Grade C/Level 4 or above, or equivalent	✔	
Educated to A-Level standard or above with suitable relevant experience		✔
Experience		
Previous experience in office administration	✔	
Knowledge, Skills and Behaviours		
Strong numerical and IT skills, particularly Microsoft Office applications	✔	
Strong organisational skills, with the ability to adjust priorities, manage time effectively and follow up actions	✔	
Excellent communication and interpersonal skills, with the ability to build effective relationships with a wide range of stakeholders	✔	
Proactive approach with the ability to work independently and prioritise a busy workload	✔	
High level of attention to detail and commitment to accuracy	✔	
Ability to work collaboratively as part of a team	✔	
Commitment to supporting young people and improving career opportunities across Berkshire	✔	

Our offer



The base salary will be £24784.50 pro rata, per year



Committed to work/life balance so offer flexible working to fit your personal needs



Annual leave: from 27 days + bank holidays



Pension: 7% employer & 5% employee – from day 1



Life assurance from day 1



Medical cash plan, inc. EAP – from end of probationary period

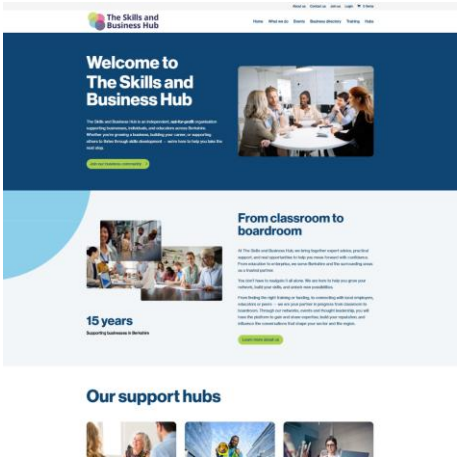


Up to 2 paid days' leave a year for approved study

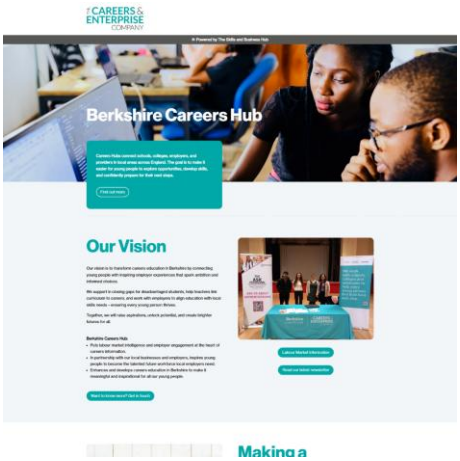


End of year closure from 24 December to 2 January - no requirement to take annual leave

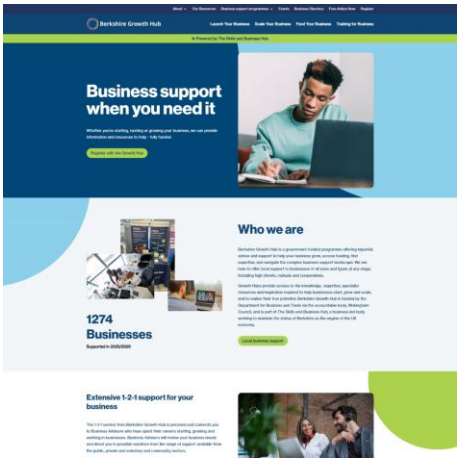
Find out more about us



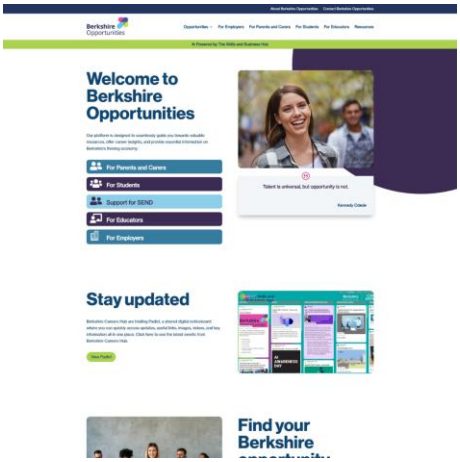
The Skills & Business Hub



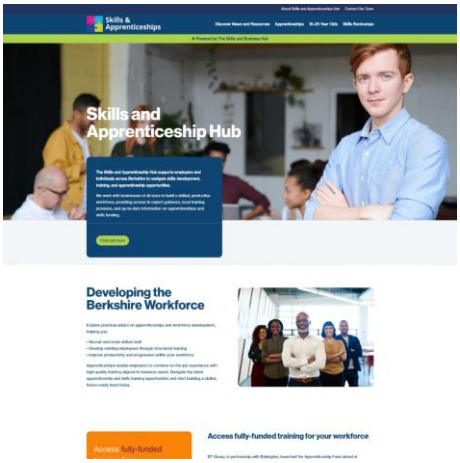
Berkshire Careers Hub



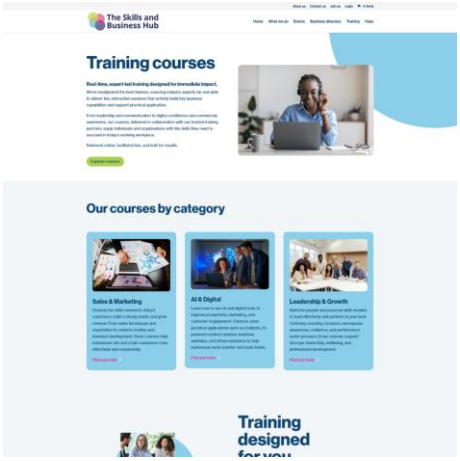
Berkshire Growth Hub



Berkshire Opportunities



Skills Bootcamps & Apprenticeship Hub



Training Courses

Timetable

Please note that the following is subject to change:

Date	Stage
Friday 20 November 2026	Closing date for applications
w/c 30 November 2026	Interview to be held at MyWorkspot Proxima, 1 Grenfell Rd, Maidenhead, Berkshire SL6 1HN

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

Interested? How to apply

If you wish to apply for this position, please send your CV/Profile and a one-page summary of your reasons for wanting to join us, to careers@skillsandbusinesshub.org by 0900 on 20 November 2026.

For an informal discussion about the role, please contact Allison Giles at allisongiles@skillsandbusinesshub.org.

For more information about the work of The Skills and Business Hub please visit: http://skillsandbusinesshub.org

Applications received without cover letters will not be considered.

Only candidates who have the legal right to work in United Kingdom will be considered for this role.

Privacy notice

As part of any recruitment process, the company collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information, please visit: https://skillsandbusinesshub.org/wp-content/uploads/2026/06/Privacy-Notice-Job-applicants-June26.pdf

Please note candidate information will be retained by the company for 6 months unless you make a request for this to be deleted.