

Job Description

Job Title: Business Links Coordinator

Salary: £35,235 – £39,513 per annum (NJC Scale 25–30, dependent on experience)

Contract Type: Full-time, Fixed-Term (2 years initially)

Location: Hybrid – Based at Dunstone Education Trust (Preston), with regular travel across future Trust schools and to external partners

Reporting to: Chief Finance & Operating Officer (CFOO)

Start Date: October 2025

Purpose of the Role

The Business Links Coordinator will play a pivotal role in strengthening strategic partnerships between the Dunstone Education Trust and the business community. The primary focus will be to identify and engage businesses that can support the Trust in meeting its objective of forming at least 10 formal business connections over the next year.

This role is essential to the Trust's ambition of embedding employer engagement across its schools and fulfilling the statutory **Gatsby Benchmarks for Good Career Guidance from September 2025**. The successful candidate will work across schools to align partnership work with a Trust-wide careers strategy, deliver inspiring employer-linked activities, and support the wider mission of raising aspirations, developing entrepreneurship and preparing pupils for life beyond education.

Initially, this is a two-year contract, with the possibility of renewal based on the candidate's success in developing strategic partnerships and income generation.

Key Responsibilities

Strategic Employer Engagement

- Proactively research, identify, and secure partnerships with local, regional, and national businesses aligned to the Trust's values and pupil needs.
- Build and maintain an evolving database of employer contacts, ensuring accurate tracking of interactions, engagement level, and potential support offers.
- Develop formal partnership agreements or memorandums of understanding to underpin long-term collaboration with key employers.
- Build and sustain long-term, mutually beneficial relationships with employers across sectors.

Income Generation and Donations

- Draft compelling proposals and cases for support, tailored to business Corporate Social Responsibility (CSR) and community objectives.
- Identify and apply for relevant business sponsorships, grants, or CSR opportunities.

- Secure financial, in-kind, or service-based donations from businesses, ensuring alignment with the Trust's values and ethical donation policies.
- Coordinate reporting on donations for internal and external audits, impact statements, and donor stewardship.
- Manage the administration and reporting of donations, ensuring transparency, compliance, and positive donor stewardship.
- Collaborate with the CFOO to track income targets and prepare financial summaries linked to external fundraising or donations.

Careers and Curriculum Integration

- Work closely with the schools Careers Leaders to integrate business partnerships into the curriculum, including project-based learning and contextualised employer engagement.
- Facilitate employer input into lessons and real-world learning by planning and delivering meaningful employer engagement opportunities such as workplace visits, career insight talks, mock interviews, work shadowing, and mentoring schemes that enhance pupil engagement
- Work with the schools Careers Leaders to coordinate work experience placements, mentoring programmes, industry-specific learning days, and employer-led challenges.
- Ensure that employer involvement supports the delivery of all relevant Gatsby Benchmarks

Trust-Wide Careers Events and Campaigns

- Plan and coordinate large-scale employer events including Trust-wide careers fairs, sector panels, networking events, alumni events and apprenticeship showcases.
- Manage end-to-end logistics, including invitations, marketing, communications, risk assessments, safeguarding protocols and arrangements, venue bookings, and evaluation.
- Collaborate with communications staff to promote activities across school websites, social media, newsletters, and press outlets.

Liaison and External Representation

- Act as the central contact between the Trust, schools, employers, Local Enterprise Partnerships (LEPs), Chambers of Commerce, and other external careers partners and stakeholders.
- Attend and contribute to strategic careers planning meetings and working groups across the Trust.
- Represent the Trust at regional employer networks, business forums, and local and national enterprise partnership events.

Monitoring, Reporting and Evaluation

- Design and implement a monitoring system to evaluate employer engagement across all schools.
- Collect qualitative and quantitative data to assess impact, pupil engagement, and alignment with Gatsby Benchmarks.
- Monitor the impact of employer engagement activities across all schools using both qualitative and quantitative data.
- Produce regular reports and case studies for the CFOO and Trust Leadership, including termly performance summaries and impact assessments.
- Share best practice and contribute to a Trust-wide careers strategy and quality improvement framework.

Safeguarding, Compliance and Risk Management

- Ensure all external activities and employer engagements comply with safeguarding, data protection, including visitor vetting and risk assessments and health and safety policies.
- Work with Designated Safeguarding Leads (DSLs) to ensure pupil safety during all external visits and interactions including other relevant staff to ensure appropriate risk assessments and safeguarding arrangements are in place for external visits and events.
- Ensure all data collection and donor engagement is compliant with GDPR and Trust data policies and data handling.

Professional Development and Innovation

- Keep abreast of national policy developments in CEIAG, employer engagement, and educational partnerships.
- Explore innovative approaches to partnership working, including virtual employer engagement and regional consortia.
- Share best practice across schools and contribute to staff CPD related to careers and employer engagement.