

Sussex Local Skills Improvement Plan (LSIP 2.0)

Stakeholder Engagement Lead – Procurement Brief (2 roles available)

Contract type: Fixed-term / part-time consultancy (October 2025 – March 2026)

Managed by: Sussex Chamber of Commerce (Designated Employer Representative Body for Sussex)

Reporting to: Claire Witz, LSIP Lead

Location: Hybrid (remote and on-site engagement across Sussex)

Fee & time commitment: 36 days over 5 months (November 2025 – March 2026). £375 per day. Total £13,500.

Application deadline: 12:00 (noon), Friday 31 October 2025

Submission email: skills@sussexchamberofcommerce.co.uk

1. Background

Sussex Chamber of Commerce is leading the development of the Sussex Local Skills Improvement Plan (LSIP 2.0) for 2026–2029 as the designated Employer Representative Body (ERB). Building on the Future Skills Sussex programme and previous LSIP phases, LSIP 2.0 will ensure that skills provision across Brighton & Hove, East Sussex and West Sussex reflects employer demand, supports economic growth, and aligns with Skills England's priorities and the Government's Opportunity and Growth Missions.

Working collaboratively with employers, local authorities, Further and Higher Education providers, Independent Training Providers and sector bodies, LSIP 2.0 will set out priority skills needs and a three-year Improvement Framework of actions to address them.

2. Purpose of the Role

The Stakeholder Engagement Leads (SELs) will lead high-quality employer and partner engagement to gather skills intelligence, validate findings, and feed insights into the development of the LSIP 2.0 report and the Future Skills Sussex Improvement Framework.

Each Lead will focus on defined sectors and/or geographies and will work closely with the LSIP Lead and Strategic Skills Expert to provide the intelligence and perspectives that will enable them to shape the priorities and actions of the plan.

3. Key Responsibilities

Employer and Partner Engagement

- Lead targeted engagement with employers, and sector bodies, across key and emerging sectors to understand current and future skills needs, with strong SME involvement.
- Plan and deliver sector and thematic roundtables/events and one-to-one interviews (both in-person and online).
- Collaborate with FE/HE providers and sector bodies to align activity, share insights and extend engagement reach.
- Support the promotion of LSIP activities and increase employer participation across Sussex.

Evidence Gathering and Analysis

- Capture, synthesise and theme employer insights to inform the evidence base.
- Identify cross-cutting themes such as digital, green/clean growth, AI, and management skills.
- Work with the LSIP Lead and Strategic Skills Expert to interpret findings and input into the development of the LSIP 2.0 report and the Future Skills Sussex Improvement Framework (action plan).

Consultation and Validation

- Design and deliver stakeholder workshops and events across Sussex (Jan–Feb 2026).
- Produce concise summaries of consultation findings.
- Ensure inclusive engagement across geographies and priority sectors.

Contribution to LSIP Development

- Feed engagement outcomes into LSIP Lead and Strategic Skills Expert for the drafting of the LSIP 2.0 report and the Future Skills Sussex Improvement Framework (action plan).
- Contribute case studies and employer stories to evidence collaborative impact.

4. Skills and Experience

Essential

- Proven experience in business engagement, stakeholder coordination or partnership development within skills, education or economic development.
- Strong knowledge of the Sussex economy and business landscape.
- Excellent communication and facilitation skills and ability to build credibility with employers and partners.
- Ability to manage workload independently and deliver to agreed milestones.

- Experience gathering qualitative feedback and translating insights into practical actions.

Desirable

- Experience in skills planning, workforce development or sector-based research.
- Understanding of LSIPs and employer-led policy frameworks.
- Existing networks across Sussex employer and provider communities.

5. Timescales and Deliverables

Activity	Indicative Dates
Engagement planning and induction – attend induction session with the LSIP Lead and Strategic Skills Expert, review key documents and confirm assigned sectors/geographies, engagement methods and targets.	Nov 2025
Employer and partner engagement – deliver engagement activity across Sussex including roundtables, events and one-to-one employer interviews; feedback employer insights and intelligence.	Nov 2025 – Jan 2026
Promotion and participation – support the promotion of LSIP activities through networks, events and communications to increase employer participation and awareness.	Nov 2025 – Jan 2026
Stakeholder consultation and validation events – support delivery of consultation workshops, helping to facilitate discussions, record insights and identify validation points for LSIP findings.	Jan – Feb 2026
Input to LSIP 2.0 report and Future Skills Sussex Improvement Framework – provide evidence summaries, case studies and employer stories for inclusion in the LSIP 2.0 draft report.	Feb – Mar 2026

6. Contract arrangements

Contract term: November 2025 – March 2026 (potential extension subject to funding).

Commitment: 36 days total to be undertaken on a flexible basis.

Day rate: £375. Total contract value: £13,500.

Engagement basis: Consultancy agreement, secondment or freelance contract.

7. Ways of Working and Compliance

- Operate in line with Sussex Chamber policies on transparency, impartiality and conflicts of interest.
- Adhere to data protection and confidentiality requirements when handling employer information.
- Champion inclusive engagement and equality of opportunity across all activities.
- Coordinate diaries and activity plans with the LSIP Lead and LSIP Coordinator to ensure joined-up delivery.

8. How to Apply

Please submit the following by **12:00 noon, Friday 31 October 2025** to skills@sussexchamberofcommerce.co.uk

- A short statement (maximum two pages) outlining your relevant experience and how you meet the requirements of the role.
- A link to your LinkedIn profile.