
Careers Adviser Job Description and Person Specification.

CareersInc Limited

JOB TITLE: Careers Adviser

LOCATION: Home based but expected to travel region wide:- Opportunities currently available in the South and West Yorkshire (Rotherham)

REPORTS TO: Careers Operational Manager

An exciting opportunity has arisen to join the expanding CareersInc Team. The ideal candidate must demonstrate a passion for careers guidance, be enthusiastic and have experience of working in an information, advice and guidance setting ideally with young people.

Purpose:

To provide professional career guidance services, including personal guidance interviews, in order to improve young people's skills, knowledge and understanding for career planning and management.

About CareersInc:

CareersInc Limited is part of the Progress Educational Division within The Progress Group. Its objective is to provide high quality impartial and independent careers information, advice and guidance in a range of sectors. This centres around students within the secondary school sector but also includes those at a later point in their career pathway. The aim is to provide the tools required to make informed choices about next progression moves, whilst supporting schools and multi academy trusts (MATs) to meet their statutory requirements in relation to the Gatsby benchmarks. The mission statement CareersInc is 'aspiring for a better future'

Our core values are:-

Collaboration

Accountability

Responsibility

Ethical

Educational

Relationships

Success

Inspiring

Nurturing

Creative

Strategic direction and development of the company:-

- Contribute to a strategic vision for the organisation and wider division in its community and contribute to analysing and planning for its future needs and further development within the local, national and international context;
 - Always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Senior Management Team, Executive Team and Governing Body.
- 

Specific Duties / Job Description

Personal Career Guidance

- To conduct client-focused, impartial, personal career guidance interviews, supporting students / clients to make informed, realistic career decisions. Delivered in 1:1 interviews and group sessions advisers are expected to encourage clients to demonstrate self and opportunity awareness, raise aspirations, motivate, and generate ongoing career conversations.
- To work closely with the career leads within each educational setting and to generate and maintain client records electronically in support of personal guidance interviews, including the creation and distribution of a summary of guidance.

Careers Information

- Use expert knowledge of careers information and labour market information and Intelligence to enable students / clients to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- To organise careers fairs and other relevant activities in conjunction with the Careers Leader.

Career Guidance Programmes

- To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Co-ordinator/Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks and where appropriate the Quality in Careers Standards Award.
- To facilitate career-related learning activities in groups with students / clients.

- To assist (where appropriate) with the monitoring, tracking and on-going support of school leavers and destinations, providing timely data to the operational team.

Partnerships and Networking

- To refer to specialist services if required to support specific needs of students / clients e.g. young people with SEND.
- To communicate with relevant external agencies and networks for the benefit of students / clients and the enhancement of the career guidance programme.
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.

Professionalism

- To abide by the relevant legislation, codes of professional practice, eg the CDI Code of Ethics and school policies.
- To abide by all measures to safeguard young people.
- To actively promote equality and diversity and challenge stereotyping.
- To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.

"The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post."

Careers Advisers Requirements / Person Specification:

Essential:

- To hold an appropriate qualification in careers guidance (level 6 or above)
- Experience of working within an IAG setting.
- IT literate particularly around MS Outlook, Word, Excel and PowerPoint, and capability with other technology platforms.
- Ability to work to tight timelines and able to produce high quality work whilst under pressure.
- Strong organisation skills with the ability to prioritise and manage several different work streams at once without close supervision.
- Confident with working across multiple educational settings.
- Confident with presenting to large group sizes.
- Proactive and innovative in approach, thinks ahead and anticipates and deals with issues without being prompted.
- Numerate with a strong attention to detail, sets high standards for own work
- Good communication skills including written and verbal.
- Ability to build strong working relationships with senior members of staff within schools.
- Keen to learn and develop new skills and capabilities.
- Collaborative team player, supportive of colleagues and committed to the company mission.
- Ability to demonstrate awareness and compliance with GDPR legislation
- Ability to represent CareersInc in a professional manner at careers events

Desirable:

- Ability to work flexibly – potential for occasional evening responsibilities
- Experience of creating learning resources and lesson planning
- Existing registration on the CDI Professional Register
- Strong networks and awareness of provision within the relevant geographical territory

Additional Information:

Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check.

CareerInc are committed to the safeguarding of the young people we work with and place a high priority on the safer recruitment policies in place and the safer recruitment strategy adopted. Safeguarding is an ongoing priority for the company and as such, is committed to the highest expectations when recruiting into our company.

The job holder is required to contribute to and support the overall aims and ethos of the company. All staff are required to participate in training and other learning activities and performance management and development as required by the Company's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary and to undertake other duties appropriate to the post that may reasonably be required from time to time.

This post will bring the job holder into contact with company confidential information relating to students and staff/contracted workers. The job holder must therefore be aware of the confidential nature of the issues and maintain absolute confidence at all times.

Salary:

A competitive salary and associated package through self employed and/or employed status including car allowance.

