**Title: Careers Advisor**

**Reporting to: Careers and Work Experience Team Leader**

**Contract status: Maternity cover x 12 months**

**Hours of work: 30 hours per week**

**Salary: Pro rata up to £25,000 depending on experience**

**Date: May 2022**

**Role Summary:**

The post holder will provide an effective, high quality, impartial and comprehensive service that offers Study Programme students and Apprentices careers education, information, advice and guidance. You will support the Futures Team Leader in ensuring that the College meets all Gatsby Benchmarks and champions good practice across college.

**Main duties**

**Operational/Strategic**

* To work flexibly across college to provide impartial careers guidance to study programme students and apprentices, this includes: 1:1s, workshops, activities and events that are aspirational, empowering and enable students to make informed choices about their future career paths
* Actively promote Careers and IAG to current students and apprentices and ensure all are aware of how to access the service
* To work with the Futures Team Leader and Learning Managers in ensuring that the Careers Programme is updated and reviewed on an annual basis
* Organise in-house and external events/workshops that actively promote all aspects of careers, developing student’s employability skills and soft outcomes
* Prepare and deliver tutorials for sessions on CVs, Interview skills, and addressing barriers to employment
* Organise the annual Careers and Progression Event at City College
* Work in partnerships with all curriculum teams to promote Futures and attend meetings when required
* To work in a collaborative, partnership focused manner to ensure the careers programme and student entitlement meets all eight of the Gatsby benchmarks of good practice
* Record all career interventions on the college Advantage system and to produce regular reports to the Line Manager
* To oversee the UCAS process and ensure that there is a clear process is in place for students wishing to apply to University
* Attend network meetings with other colleges to share good practice
* To compile regular reports to SMT covering Student Destinations and University applications
* To help promote the benefits of work experience to all study programme students
* To ensure that college policies and procedures are in line with the Gatsby Benchmarks, Matrix and Ofsted recommendations
* To contribute to the process of the College Self-Assessment (SAR) and development planning within the Careers/Work Experience team
* To support other members of the Futures Team in promoting all aspects of work experience and industry placements
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process
* Carry out all duties with due regard to Health and Safety Regulations
* Ensure compliance with the Financial Regulations of the College
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at May 2022. It will be updated in consultation with the post holder as a circumstances change.

**PERSON SPECIFICATION: Careers Advisor**

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| **Criteria** |  | **Assessed**  **\*\*** |
| **Qualifications** |  |  |
| Qualified to Level 2 maths and English | E | A |
| Level 6 Careers Education and Information and Guidance | E | A / I |
| **Experience** |  |  |
| Awareness of the importance of impartial careers guidance and information | E | A/I |
| Significant experience of working in a careers or advice and guidance role to a wide range of individuals particularly those aged 16 - 18 | E |  |
| Thorough understanding of the Gatsby Benchmarks and how this is embedded into a Careers programme | E | A/I |
| Awareness of Matrix accreditation | D | A/I |
| Understanding of the UCAS process and supporting students in applying to University | E | A/I |
| Experience of liaising with Tutors, students and parents | E | A/I |
| Experience of organising careers events to stakeholders including students, agencies, Universities | E | A/I |
| Experience in delivering group work sessions, mock interviews and other events as required by the College. | E | A/I |
| **Skills and Competencies** |  |  |
| Great communication skills and flexible and personable approach | E | A/I |
| Effective verbal and written communication skills | E | A/I |
| Ability to establish and maintain positive working relationships across the College | E | A/I |
| Good understanding of safeguarding | E | A/I |
| Excellent presentation skills | E | A/I |
| Good IT skills | E | A/I |
| **Other Requirements** |  |  |
| To have satisfactorily met the requirements of a DBS check appropriate to the post. | E | DBS Check |
| Current driving licence and access to transport | D | A/I |

\*Essential or Desirable

\*\* A = Application Form I = Interview