Please Contact: HRD
Telephone: 01484 242000

Dear Applicant

Vacancy for Careers Adviser

We are delighted that you are interested in joining us at C+K. A copy of the Job Description and Person Specification is included in the application pack.

It is important that you read these documents before you submit your application, to make sure that you demonstrate how you meet the Essential and Desirable criteria required for the post. Shortlisting will be carried out based on the information you provide.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974, so you will need to read and policy Recruitment of Ex-offenders and complete Section 9 of the application form.

Shortlisting usually takes place within 10 working days of the closing date. Therefore, if you have been selected to attend interview, you will have heard from us by this time. Unfortunately, due to the volume of applications that we receive, we are not able to contact applicants to inform them that an application has been unsuccessful and we are unable to provide feedback on shortlisting.

We do however, thank all our applicants for their interest, time and commitment they have shown by responding to our vacancies. We will always welcome further applications from unsuccessful applicants for other posts that we advertise.

If you have any special needs arising from a disability and require any of the recruitment information in any other format, or need any other assistance, please let us know.

I hope that having read the job description and personnel specification, you are able to apply for this position and I look forward to receiving your completed application, which should be sent to **recruitment@ckcareers.org.uk** by the end of the closing date deadline. Your application will be acknowledged by an automated email and only shortlisted applicants will be contacted.

Thank you once again for your interest.

Yours faithfully

HR Support Officer

POST: CAREERS ADVISER (Context of post may vary)

GRADE: Salary Points SP 25-29

REPORTS TO: OPERATIONAL MANAGER

JOB PURPOSE: To provide impartial career information, advice and guidance, including personal guidance interviews, in line with contract requirements.

MAIN DUTIES

Personal Guidance:

1. To conduct client-focused, impartial, personal career guidance interviews which challenge and support clients to make informed, realistic and adaptable career decisions.

2. To manage and be accountable for a caseload of clients, engaging and maintaining contact with them and referring them to suitable and sustainable employment or education opportunities. Liaise with opportunity providers, as required, to support retention and progression.

3. To generate and maintain client records electronically in order to support personal guidance interviews, including a summary of agreed actions. All recording and follow-up activity to be in line with contract and data processing requirements.

Career Information:

1. To provide information, advice and guidance on career, learning and employment choices which is informed by up-to-date local, regional and national labour market information and intelligence.

2. Enable clients to identify, access and interpret careers information and intelligence which is relevant to them, including appropriate use of information technology e.g. web-based and social media sources.

3. To organise career fairs and other similar, employability related group activities.

Career Guidance and Employability Programmes:

1. To provide advice about a range of resources, alongside practical support, to deliver programmes of career guidance or employability skills, in line with a good understanding of customers' requirements.

2. To deliver career/employability-related group sessions and presentations.

3. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.

Networking, Consultancy and Advocacy:

1. To refer to and work with specialist services, when required, to support the specific needs of clients e.g. young people with SEND, Children who are Looked After and other vulnerable groups of young people or adults who are at risk of not achieving positive outcomes. Participate in meetings, case conferences and reviews where necessary.

2. To identify those with multiple problems, those who have disengaged and those who are at risk of disengaging, where this is a contract requirement. When appropriate, work in partnership with colleagues and/or other specialist agencies to provide intensive, sustained, holistic and client centred support.

3. To involve parents and carers, where relevant, in the career guidance support provided to their child and attend parents' evenings as required.

4. To encourage and involve customers in the design, delivery and evaluation of our services in accordance with policies and procedures.

5. To negotiate service delivery agreements, where appropriate.

6. To market and promote C&K Careers, including representing the company at events and in relevant forums and meetings.

Reporting and quality assurance:

1. To produce periodic reports, suitable for a stakeholder audience, detailing work undertaken to meet contractual outcomes and targets. Provide case-studies to evidence good practice.

2. To contribute to the production of destinations reports and other statistical analyses, where required.

3. To undertake evaluation of the impact of services to ensure that quality standards have been met and high levels of customer satisfaction are achieved.

SUPERVISORY RESPONSIBILITY

No line management responsibility for other staff. May have some responsibility for students on placement or for probationary and trainee Careers Advisers or in support of new colleagues.

ADDITIONAL RESPONSIBILITY

1. To promote equality and diversity in all aspects of work, including developing approaches which seek to challenge traditional stereotypes.

2. 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.

ESSENTIAL CRITERIA

1. Professional qualification in careers guidance to at least level 4.

2. Knowledge of Government strategies relating to career guidance.

3. Skills in interviewing and group work.

4. An understanding of the role and ability to promote career guidance.

5. A knowledge of the issues affecting personal development and the agencies which specialise in helping with them.

6. Demonstrable knowledge and grasp of education, training and employment opportunities.

7. Excellent oral and written communication skills.

8. A sound grasp of equality and diversity policies and practices.

9. Capable of self-organisation, planning priorities and taking decisions.

10. Able to form good working relationships with a wide range of individuals and agencies and to work as a team member.

11. Negotiating skills to influence and effect change.

12. Flexibility and adaptability to cope with changing or conflicting demands and pressure.

13. Self-motivation and emotional resilience.

14. Ability to demonstrate achievement of a high level of customer care and quality of service.

15. Ability to promote the services of C & K Careers.

16. Ability to work with minimum supervision and organise complex workloads and multiple priorities.

17. ICT skills - able to update and maintain client computer records, word process, communicate via e-mail, produce reports and research information.

18. Ability to meet the requirements of an Enhanced DBS Disclosure.

DESIRABLE CRITERIA

1. Experience of delivering careers information, advice and guidance in a setting relevant to the post.

2. Experience of work with young people or adults.

3. Level 6 qualification in careers guidance is preferable.

4. Understanding of equality and diversity issues and the ability to integrate this into everyday working practices.

5. Full driving licence or immediate prospects of acquiring one plus access to a motorised vehicle and willingness to use it for business purposes[1].

ADDITIONAL REQUIREMENTS

The postholder will:

- ensure the health and safety of all staff and resources within the postholder's area of responsibility, i.e. delegated responsibility in relation to the nature of the postholder's duties and personal responsibilities as per Section 7 and 8 of the Health and Safety at Work Act 1974 and regulation 12 of The Management of Health and Safety at Work Regulations 1999.

- undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Chief Executive from time to time, in consultation with the postholder.

- carry out duties at all times in such a way as to safeguard and promote the welfare of children and young people and to follow the company's safeguarding policy and procedures.

- carry out duties at all times in compliance with the Company's Equality and Diversity Policy.

- agree that the company will apply for an Enhanced Disclosure from the Disclosure & Barring Service at the point of commencing in the post and on a regular basis as determined by the company, provide evidence of identification to support the application, declare any criminal convictions at the point of application and declare any subsequent criminal conviction so that the company can consider if it adversely impacts upon the postholder’s role.

- demonstrate commitment to and comply with the company's policy of meeting quality

standards and striving for continuous improvement.

- demonstrate a professional and flexible approach in fulfilling the requirements of the role.

- avoid disclosing information acquired whilst carrying out duties where such information is of a personal, sensitive or confidential nature, except where essential for the effective performance of those duties in line with data sharing agreements, guidelines on sharing information with thirdparties and the General Data Protection Regulations.

[1]Please note that for an applicant with a disability which prevents them from acquiring a driving licence it may be possible to make reasonable adjustments. Also, consideration would be given to otherwise suitable applicants without a full driving licence where there is reasonable scope in the team as a whole to structure workloads to take account of this.