



**C&K Careers Ltd, Registered Office:**

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Registered in England No: 3039360 VAT No: 640 6676 31

Please Contact: Wendy Jackson, HR Manager  
Direct line: 01484 242000

Dear Applicant

## Vacancy for Careers Adviser L3-6

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. This should help you to consider whether you will apply for a position with us and how you should complete your application.

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 that 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 the interest, time and commitment they have shown by responding to our vacancies and 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](mailto:recruitment@ckcareers.org.uk) before the closing date deadline. Your application will be acknowledged by email.

Thank you once again for your interest.

Yours faithfully  
**Wendy Jackson**  
HR Manager



Achieved.  
Valid Until  
November 2022





## JOB DESCRIPTION AND PERSON SPECIFICATION

**POST:** Careers Adviser (Level 3)

**GRADE:** SP15 - SP20

**REPORTS TO:** Operational Manager

**JOB PURPOSE:** To enable all young people and adults (clients) to participate effectively in appropriate learning and employment opportunities by providing impartial careers information, advice and guidance, in line with contractual requirements.

**CONTEXT:** May vary depending on contract

### MAIN DUTIES

#### Personal Guidance:

1. To identify, explore and assess the needs of young people and adults, offering impartial information, advice, guidance and support. Broker specialist services as appropriate.
2. To provide ongoing support for clients (individually or in groups) to make successful and sustained transition into learning and employment. Liaise with opportunity providers, as required, to support retention and progression.
3. To collect, manage and share client information effectively and securely. Update records and confidential information on databases, adhering to Company and contract requirements and protocols.
4. To complete any necessary additional administrative tasks associated with providing support to clients and/or the contract.

#### Career & Labour Market Information:

1. To provide information and advice 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.



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Careers 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.

### **Networking, Consultancy and Advocacy:**

1. To refer to specialist services and colleagues, 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.
2. To advocate directly with Employers, Opportunity providers and Agencies on behalf of clients to overcome barriers to progression.
3. To market and promote C&K Careers including representing the company at events and in relevant forums and meetings.
4. To encourage and involve customers in the design, delivery and evaluation of all aspects of our services in accordance with policies and procedures.

### **Reporting and Quality Assurance:**

1. To provide a high quality, impartial service which meets the Company's contractual and matrix quality standards.
2. To produce reports, case studies, statistical analyses and evaluate services in order to develop and improve impact.

### **SUPERVISORY RESPONSIBILITY**

None

### **ADDITIONAL RESPONSIBILITY**

1. To promote equality and diversity in all aspects of work, by respecting diversity, beliefs and cultures . Challenge assumptions, traditional stereotypes and low expectations, including amongst employers and work- based learning providers and colleagues.
2. To review and reflect on own practice and continually improve skills and knowledge to keep up to date with developments in the sector.



## JOB DESCRIPTION AND PERSON SPECIFICATION

### ESSENTIAL CRITERIA

1. Qualification in careers guidance (CIAG) to at least level 3.
2. A knowledge of the issues affecting personal development and the agencies which specialise in helping with them.
3. Demonstrable knowledge and grasp of education, training and employment opportunities.
4. Commitment to achieving a high level of customer care and quality of service to all clients (adults and young people), colleagues and external organisations
5. Excellent oral and written communication skills.
6. A sound grasp of equality and diversity policies and practices.
7. Able to create and maintain supportive and productive relationships with colleagues and external organisations.
8. Flexibility and adaptability to cope with changing or conflicting demands and pressure.
9. Self-motivation and emotional resilience.
10. Able to work with minimum supervision and organise complex workloads and multiple priorities
11. ICT skills - able to update and maintain client computer records, word process, communicate via e-mail, produce reports and research information
12. Ability to meet the requirements of an Enhanced DBS Disclosure

### DESIRABLE CRITERIA

1. Experience of work with young people or adults
2. Experience of delivering careers information, advice and guidance in a setting relevant to the post.
3. Skills in interviewing and group work
4. Commitment to motivating and empowering young people to overcome barriers and achieve positive progression.



## JOB DESCRIPTION AND PERSON SPECIFICATION

### 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 Equal Opportunities 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 third parties and the General Data Protection Regulations.