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Careers Adviser

(Salary range: £29,899 to £34,211)

Multiple Permanent Positions

Full-time 37 hours per week - Monday to Friday. Part-time and flexible working arrangements considered.

We are looking for experienced and creative Careers Advisers to provide careers guidance and employability support in roles across the company which include pre and post 16 in schools/ colleges, community settings, from home and on our adult contacts. Delivery is across both Calderdale and Kirklees with flexibility for home/hybrid working.

You will be able to inspire, motivate and support young people and adults to make effective decisions that lead to successful transitions and establish productive relationships with schools/colleges, providers, employers and local partners to facilitate this. You will be able to use a range of innovative techniques to engage vulnerable young people/adults across Calderdale and Kirklees, including digital methods of engagement.

C+K is a great place to work for anyone seeking employment in a people centred organisation where staff are valued and highly regarded. We offer excellent terms, conditions and benefits to our employees and opportunities for career development and progression.

We welcome your application if you can demonstrate the following:

- Strong communicator and effective networker
- Drive, commitment, and resilience
- Well organised and highly motivated
- Knowledge of the barriers impacting young people/adults and the agencies which specialise in helping them.
- IT-literate and competent in the use of digital delivery platforms and database recording systems.

C&K Careers Ltd, Registered Office:

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



Working
Towards



Affiliate Organisation

Dependant on skills, experience and qualifications, successful applicants may be required to participate in further training to support professional development.

If you are interested and require any further information, please email or call:

Sarah Johnson, Operations Manager (Participation Team)

s.johnson@ckcareers.org.uk / 01484 242000

The closing date for applications is 5pm on Monday 18th August 2025

Interviews to be held on **W/C 1st September 2025**.

Information about this vacancy, including job description and personnel specification and the application form are available to download on the company website by selecting: <https://www.ckcareers.co.uk/about-c-k-careers/careers-adviser-vacancies>

Completed applications should be returned to HR: recruitment@ckcareers.org.uk

Should we receive sufficient applications before the closing date, we reserve the right to end this advert before the closing date.

We are committed to safeguarding and promoting the welfare of children and young people and expect our staff to share this commitment.

Appointments are subject to receipt of a satisfactory DBS Enhanced Disclosure

