



PROFESSIONAL SERVICES CONSULTANT - INFORMATION SERVICES

The Professional Services Team provide a wide range of services to organisations and IAG professionals. We develop and produce high quality information products and services, digital careers resources, provide consultancy, training and assessment.

We have full-time vacancy for a permanent **Professional Services Consultant specialising in information services.**

Are you passionate about producing high quality careers and labour market information and resources?

We are looking for someone with:

- a background in careers guidance or producing careers information
- an interest in the CEIAG sector and staying up-to-date with developments
- excellent written and verbal communication skills

Location: Huddersfield, will accommodate home-based working

Permanent

Full-time - 36 hours per week

Salary: SP 21-28 (£24,184 - £30,454)

C+K is a forward-looking company that has successfully delivered high quality careers information, advice and guidance services to young people and adults for over 25 years. We are a not for profit organisation that understands our customers and delivers on their needs. The success of the company has enabled us to expand and we are keen to acquire new talent to join our highly valued team of qualified and professional people. If you are creative and flexible you will thrive and enjoy working in this demanding but rewarding role.

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:

- Relevant experience (careers, advice and guidance or education)
- A professional qualification (**degree, Level 6/7**) in IAG or information work
- An interest and understanding of developments in the sector
- Proven ability to write for different audiences and formats
- A keen eye for attention to detail and accuracy
- A creative approach to developing new products and media
- A great team work ethic
- Good organisational and planning skills
- Excellent communication skills

If you are interested in the post and would like an informal chat please telephone 01484 242000 and ask for Joel Robinson, Business Development Manager.

Information about this vacancy, including job description and personnel specification, application form and equality, diversity and inclusion monitoring form are available to download on the company website by selecting this link:

<https://www.ckcareers.co.uk/about-c-k-careers>

Your completed application form and EDI monitoring form should be returned to Wendy Jackson, HR Manager:

recruitment@ckcareers.org.uk

**The deadline for returning completed applications is 9.00am on Friday 23 July 2021.
Interviews will take place on Wednesday 28 July 2021.**

- Promoting diversity and equality of opportunity -

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 receiving a satisfactory DBS Enhanced Disclosure

