



C&K Careers Ltd, Registered Office:

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www.ckcareers.co.uk

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

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

Dear Applicant

Vacancy for Professional Services Consultant

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, which 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 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. 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 email.

Thank you once again for your interest.

Yours faithfully
Wendy Jackson
HR Manager

POST: PROFESSIONAL SERVICES CONSULTANT
GRADE: Salary Points 18-28

REPORTS TO: BUSINESS DEVELOPMENT MANAGER
(PROFESSIONAL SERVICES)

JOB PURPOSE: To provide a specialist role in respect of the planning, organisation and delivery of effective professional support for the delivery of IAG, including information, training and consultancy.

MAIN DUTIES

1. To ensure a high-quality careers information service is provided in Careers Centres, schools and colleges, and to adults in line with Matrix and QICS standards and other relevant guidance.
2. To research, write, produce and disseminate labour market and careers information in a range of formats appropriate to young people, parents/carers, adults, careers advisers and other professionals.
3. To maintain existing careers information, (including ordering, purchasing, cataloguing and maintaining relevant databases).
4. Use creative approaches to produce information using new technologies and contribute to the development of the digitisation of new and existing resources especially regarding selling our products.
5. To advise and respond to the information needs of colleagues, teachers, other professionals and clients.
6. To contribute to the planning, delivery and evaluation of CPD training and support, for a range of internal and external staff.
7. To assess schools/colleges against the C&K Careers Education and Guidance Standards.
8. To gather, process and disseminate information on Government policy reports, visit reports and publicity materials.
9. To encourage and involve customers in the design, delivery and evaluation of all aspects of our services in accordance with policies and procedures.

SUPERVISORY RESPONSIBILITY

Admin staff




ADDITIONAL RESPONSIBILITY

To advise on content of Marketing Materials and customer feedback on information services.

ESSENTIAL CRITERIA

1. Able to demonstrate experience of careers guidance or information work.
2. Professional qualification in careers guidance or education to at least Level 6.
3. Assessor qualifications eg D32/33, A1/A2 or L3 Assessor, or willing to work towards.
4. Able to evidence excellent written and verbal communication skills with a wide range of people, being able to target voice to different audiences
5. Able to evidence knowledge of developments in education, employment and training
6. Computer literacy and knowledge of databases, and web-based applications, manipulating data from a variety of sources
7. Able to evidence an ability to research and gather information for individual enquiries and careers handouts
8. Demonstrate the ability to support and train newly appointed staff
9. Ability to supervise the work of the Information Database Administrator, Information Administrator and DTP team in the absence of team leader
10. A practical understanding of equality and diversity in their application to this post
11. Demonstrate team-working skills.
12. Able to demonstrate evidence of where one has affected positive working relations with others
13. Demonstrable evidence of good negotiating skills
14. To support the development of new products, using new technologies wherever possible, researching the market and proposing new items to sell

DESIRABLE CRITERIA

15. Experience working in schools/colleges in a guidance capacity
 16. Experience of delivering training and groupwork
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17. Experience of delivering consultancy and assessment against standards
18. Experience of cataloguing using OPAC or similar databases
19. Understanding of publicity and presentation issues

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 third parties and the General Data Protection Regulations.