



Trainee Careers Adviser

Location: Calderdale & Kirklees

Permanent

Full Time

36 hours per week

C+K Careers is a forward-looking company that has successfully delivered high quality careers information, advice and guidance services to young people and adults for 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 professionals. If you are creative and flexible you will thrive and enjoy working in these demanding but rewarding roles.

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

TRAINEE CAREERS ADVISER (Salary Range £19,890 – £23,419.)

Are you interested in gaining a recognised Higher Level Guidance Qualification and professional employment status?

**We have several opportunities for Trainee Careers Advisers
About this role:**

- **Full time:** (36 hours), permanent, flexible/hybrid working arrangements
- **Salary: 19,890 - 23,419** (Grade: SP 15-20, new starters will begin on SP15), increments are awarded at 6-month intervals subject to satisfactory performance and progression
- **Based:** Huddersfield (travel will be required within Calderdale, Kirklees and surrounding areas)
- **Closing Date:** Monday 6th December 2021, 9.00 am

As a Trainee Careers Adviser, you will work towards achieving the Level 6 Diploma in Career Guidance and Development.

The training will follow a structured apprenticeship programme that will teach you the skills and knowledge required to successfully deliver careers information, advice and guidance with clients ranging from young people to adults.

You will be supported throughout the apprenticeship by qualified Careers staff and managers and duties will be carried out under supervision and to a phased degree as training advances. You will work mainly with the Education Team but also with other teams, including Professional Services, Employer Engagement, Participation and SEND. This will ensure you gain a broad and rich experience where you will be able to develop your skills, knowledge and competencies and benefit from the experience of others.

Upon successful completion of the qualification and training, trainees will progress to a fully qualified level 6 Careers Adviser position.



The Successful Candidate should demonstrate:

- Personal commitment to continuous professional development and the achievement of the Level 6 Diploma in Career Guidance and Development
- That they are passionate about working with young people or adults and helping to shape futures
- That they possess a good standard of education, including Grade C or above in Maths and English (or equivalent).
- Excellent inter-personal, verbal and non-verbal communication skills
- Previous experience of working with young people or adults in a supporting and training capacity.

Why not come along to an informal drop-in session where you will be able to find out more about our work and the trainee programme? The session will be held on Monday 29th November 4pm-6pm at the C+K office; 24 High Street, Huddersfield HD1 2LR. Please register your interest to attend by emailing recruitment@ckcareers.org.uk by 12 noon, on Thursday 25th November.

If you are unable to attend the drop in session and require any further information, please call or email Sally Horner, Operations Manager: 01484 213211, sally.horner@ckcareers.org.uk

Completed application forms for the Trainee Careers Adviser role should be returned no later than 9am on Monday 6th December 2021.

Application packs (electronic) are available to download at [C+K Careers | Working with us](#)

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 DBS Enhanced Disclosure

