



C&K Careers Ltd, Registered Office:

24 High Street, Huddersfield, West Yorkshire, HD1 2LR
Telephone: 01484 242000 Email: enquiries@ckcareers.co.uk
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 Trainee Careers Adviser

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 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



POST: TRAINEE CAREERS ADVISER (LEVEL 6)

GRADE: SALARY POINTS 15 - 20

REPORTS TO: OPERATIONS MANAGER

JOB PURPOSE: To undertake an apprenticeship programme leading to the award of Level 6 Career Development Professional and the development of the skills and competencies required to work as a qualified Level 6 Careers Adviser.

To develop the skills, knowledge and experience required to independently provide Careers Information, Advice and Guidance to young people and adults working with individuals and groups to support customers to make informed career decisions.

MAIN DUTIES/TRAINING OBJECTIVES

1. Delivering information, advice and guidance on all matters relating to learning and work, including employment, education, and training in 1:1 or group settings, using appropriate resources and tools to actively engage in the delivery of services provided by the teams where allocated.
2. To liaise, network and develop links with a range of other relevant professionals and agencies.
3. Ensure that all delivery evidence is complete and compliant in line with contract and quality standards and that all client records are accurate and handled in accordance with appropriate confidentiality and data protection guidance and legislation.
4. To maintain and update client records (IO database) and confidential information.
5. To ensure equality, inclusion and diversity and the principles of FREDIE (fairness, respect, equality, diversity, inclusion and engagement) are a prominent feature of the work with all clients and associates.
6. Take a proactive and highly visible approach to developing working relationships with other professionals both internal and external, including providing feedback, reporting, agreeing priorities and reviewing arrangements.
7. Commit to training and CPD as necessary in order to support a high standard of delivery.

8. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training
9. To keep up to date with local, regional and national labour markets through a range of activities. (training/ research/sharing good practice)
10. To undertake any other duties as required within the purview of the post.

SUPERVISORY RESPONSIBILITY

None

ESSENTIAL CRITERIA

1. Demonstrates the aptitude and commitment required to successfully complete a Level 6 Careers Information, Advice and Guidance (CIAG) qualification.
2. Educated to a good standard, including Grade C or above in Maths and English (or equivalent).
3. Experience of working with young people or adults in a supporting, advisory or training capacity.
4. A commitment to equality, inclusion and diversity and the principles of FREDIE (fairness, respect, equality, diversity, inclusion and engagement)
5. Ability to communicate effectively, both verbally and non-verbally in a variety of ways with a broad and diverse audience.
6. Excellent inter-personal & self-management skills.
7. Ability to use initiative, work independently, be proactive and decisive.
8. Ability to establish positive working relationships with others; open and approachable.
9. Ability to adapt and demonstrate a variety of approaches to meet a range of situations, people and find solutions.
10. Evidence of using research as a means of gathering and using information purposefully.
11. Good working knowledge of ICT systems, Microsoft office/Teams/equipment etc.
12. Excellent negotiating, influencing and persuading skills.
13. Ability to work effectively managing multiple priorities, changing or conflicting demands.

14. Ability to satisfy the requirements of an Enhanced DBS Disclosure

DESIRABLE CRITERIA

15. Attainment of a higher-level qualification.
16. Knowledge, understanding of safeguarding young people and vulnerable adults.
13. Full driving licence or immediate prospects of acquiring one plus access to a motorised vehicle and willingness to use it for business purposes ¹

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 and guidelines on sharing information with third parties.

¹ Please note that for an applicant with a disability which prevents them from acquiring a driving licence, it may be possible to make reasonable adjustments. Also, whilst this appears as a desirable criterion, given the range of locations and flexibility needed, consideration would be given to otherwise suitable applicants without a full driving licence, where there is reasonable scope in the team as a whole to structure workloads to take account of this