



JOB DESCRIPTION

JOB TITLE:	Careers and Employability Advisor
GRADE:	Grade J, £24,439.09 – 26,546.04 per annum (<i>Please note that this salary is based on the post being term time only and includes holiday pay</i>)
DEPARTMENT:	Student Services
HOURS:	37 hours per week, term time only, 38 weeks per year
RESPONSIBLE TO:	Head of Learner Services and Libraries
CAMPUS:	1 x post shared across Strode's and Windsor Campus
JOB PURPOSE:	<p>To provide a centralised service of high quality careers and employability related information, advice and guidance.</p> <p>To support the delivery of a range of 1:1 and group sessions to key stakeholders to strengthen knowledge and understanding of careers provision and options for students.</p> <p>To support with curriculum and lead on departmental careers and employability related activities, events and the production of effective and information resources.</p> <p>To effectively track, monitor and record careers and employability interventions and other key data.</p>

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. To be responsible for the delivery of impartial careers information advice and guidance for students at the College, offering support via either 1:1 or group sessions or via distance services such as email, telephone or web chat.
2. To deliver workshops on a range of demand led careers and employability topics such as, but limited to, job searching skills, CV writing, application writing, interview techniques and UCAS applications.
3. Along with the wider Careers and Employability Team, assist with the creation and dissemination of marketing and promotional materials, such as presentations, displays and literature that cater to the aspirations of students and the needs of the curriculum.
4. To develop and maintain digital and physical careers resources and systems within the College's careers and employability areas, VLE systems, ILP and other online platforms, including databases of resources for students, staff and parents to access.
5. To collate and interpret LMI data, providing it in a meaningful format for key stakeholders.
6. To contribute to and support with the publication of a careers and employability bulletin.

7. To collect qualitative and quantitative data on a range of areas within the service, including feedback on all delivery elements, using information to improve services and target groups or individuals where necessary. Ensure that all 1:1 and group activities, along with participation in events is tracked and monitored, with effective and timely interventions taking place as necessary.
8. To participate in key college events such as open evening, enrolment sessions, prospective student interviewing, parents' evenings and learner events, either as a member of the Student Services team or to provide careers IAG.
9. To work with the wider careers and employability team to ensure that activities within the published programme are completed, including opportunities for students to meet with impartial organisations offering opportunities.
10. To support external monitoring visits such as for Matrix or Ofsted.
11. Liaising with internal and external partners such as the tutorial teams, parents / carers, professional organisations, education providers or employers to provide services and opportunities for students.
12. To be responsible for keeping up to date with key developments in the sector, taking opportunities to undertake cost effective and meaningful CPD.
13. To work with the Careers and Employability Manager and tutorial team to ensure delivery of a timely, high quality UCAS procedure that ensures the best success for students, including supporting in staff training.
14. To support in the capture, collation and interpretation of destination information for withdrawing and completing students.
15. To support with the administrative needs of the wider careers and student services department, including where necessary attending meetings.

NOTE

The post will be primarily based at one of the college campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the Data Protection Policy

August 2018

PERSON SPECIFICATION

		Essential	Desirable	Source of Evidence
	Qualifications			
1	Level 6 qualification in careers information, advice and guidance	✓		AF
	Skills, knowledge and abilities			
2	Experiencing of providing careers related information, advice and guidance	✓		AF/IV
3	Experiencing of working with a wide range of individuals including 16-18 and adults		✓	AF
4	Proficient in the use of the Internet as a source of changing information, with an ability to adapt content for a College environment	✓		AF/IV
5	Excellent communication and presentation skills	✓		AF/IV
6	Excellent IT skills, with particular knowledge of Microsoft products such as Excel, Word and Publisher. Experience of using web based software.	✓		AF
7	Able to work with customers in a sensitive and confidential manner	✓		AF/IV
8	Able to present information in a range of formats to suit the needs of different clients		✓	AF
9	Able to effectively time manage, prioritising and balancing workloads at busy times of year	✓		IV
10	The ability to work effectively as a team member	✓		IV
	Knowledge and Experience			
11	Experience of working with the Education Sector with clients in a range of age groups		✓	AF
12	Substantial experience of operating and managing the UCAS process for students	✓		AF/IV
13	Experience of developing and delivering activities and resources that promote employability skills		✓	AF

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the above elements may be assessed at interview