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**Person Specification - Careers & Employability Manager**

|  | Essential | Desirable |
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| Qualifications | * GCSE Grade C or above (or equivalent) Maths and English
* Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or (NVQ4) in Advice and Guidance or equivalent, or currently in the process of achieving those qualifications.
 | * Degree or equivalent
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| Experience, Skills and knowledge | * Good written and communication skills, including appropriate ICT skills
* A high level of organisational skills
* Punctual and reliable.
* The ability to inspire confidence and motivate students
* The ability to assess and solve problems
* Working in CIAG
* Experience of generating employer contacts and links.
 | * Working in a school or college environment providing careers guidance
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| Personal Qualities | * Passionate about working with children and young people.
* Able to use their initiative.
* A good team player
* Commitment to safeguarding and promoting the welfare of children and young people.
* Willingness to undergo appropriate checks, including enhanced DBS checks.
* Capable of establishing positive relationships with all stakeholders
* An understanding and a strong commitment to the needs of students.
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Stoke Damerel Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All members of staff at Stoke Damerel Community College must undertake the required employment checks which include the uptake of references both professional and personal and an enhanced (DBS) disclosure.