Person Specification

**Senior Careers Advisor**

**(Full-Time Position)**

**Salary:** £28,000-32,000

**Work Hours:** 9am to 5pm (with an expectation that out of hours are worked when necessary to achieve objectives)

**Location:** Cornerstone House, 14 Willis Road, Croydon CR0 2XX

**Reporting to**: Project Manager

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|  | **ESSENTIAL** | **DESIRABLE** |
| **RELEVANT EXPERIENCE** | 1. To have a proven long-term track record of success in engaging people, and supporting them to get into education, employment or training (greater than 2 years) 2. Experience of creating, monitoring and tracking databases for progress across multiple contracts 3. Experience in delivering PBR results 4. An ability to deliver workshops and accredited courses to groups of people 5. To have proven demonstrable experience in working with employers and colleges successfully to attract people of working age to services and into EET | 1. An understanding of ESFA, AEB, & GLA funding 2. Knowledge of finance, budgets, and purchasing procedures |
| **SKILLS AND KNOWLEDGE** | 1. Excellent written and verbal communication skills. 2. A strong ability to work as a leader and as a team player concurrently 3. IT skills necessary to undertake all administrative and reporting requirements. 4. An ability to manage workload to meet a range of conflicting deadlines. 5. Practical problem-solving skills and an ability to suggest options and alternatives. 6. An ability to create templates to holistically support the academic and PSD needs of people. 7. To have the strongest possible local knowledge and connections with local businesses, employers, colleges and demographics to maximise efficiency of getting people into EET with a variety of needs 8. A solid understanding of local opportunities, and health & safety requirements for employers | 1. An ability to identify, develop and maintain strong, effective and beneficial partnerships with employers and colleges for people. 2. An ability to create a robust application system for people to apply for jobs. 3. An up-to-date knowledge of relevant legislation 4. To have an ability to appropriately involve young people in decision making |
| **DISPOSITION** | 1. An interest in the needs and concerns of young people with internal and external barriers to success 2. Sensitivity to people of different educational, economic, or cultural backgrounds 3. A strong commitment to the values and ethos of The Write Time 4. To be patient and flexible 5. To be encouraging, of a positive mind-set, supportive and a willing listener 6. To have an ability to take constructive feedback to improve the mentoring relationship 7. A passion for teaching and frequently going above and beyond the call of duty to best support the people that The Write Time work with | 1. A sense of humour and a positive outlook on life 2. An ability to work under sustained pressure and a determination to succeed 3. To have a commitment to the value and promotion of vocational and work-related learning |