

**Advice and Guidance Officer**

**Job Description**

## Main Purpose of Job

To support our students by providing effective advice during all stages of the HE application process and to assist students into employment and training.

**Main Duties and Responsibilities**

* To provide guidance to current students with all stages of the UCAS process.
* To support students with applications to prestigious universities.
* To support students with applications to schemes that encourage widening participation.
* To support students with applications for student finance.

1. To take part in the tutorial process where appropriate including discussion of progression opportunities.
2. To provide guidance to students on internal progression opportunities.
3. To provide guidance to students on progressing into the workplace.
4. To liaise with all schools and appropriate external agencies as required including apprenticeship.
5. To organise careers and university related trips and visits.

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested.
* To undertake continuous professional development.

**Additional Duties**

* To meet the individual needs of all customers.
* To positively promote the college at events as required.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



**Advice and Guidance Officer**

**Person Specification**

**Qualifications**

* NVQ Level 4 (or equivalent) in Advice and Guidance.
* Level 2 in Literacy and Numeracy.
* Evidence of continuing professional development.
* Educated to degree level is desirable.

**Knowledge/Experience**

* Experience of effective team working and promoting effective relationships between staff, students and the community.
* Experience of providing advice and guidance to students/young people.
* Knowledge of equality and diversity issues.
* Experience of working in an educational environment.

**Skills/Attributes**

* Strong persuasion skills.
* Effective communicator.
* Customer focused.
* Flexible approach.
* Logical approach to problem solving.
* Competent user of the full range of Microsoft Office Applications.

**Additional Requirements**

* Willingness to work flexible hours – participation may be required outside normal working hour such as evenings, weekends and holidays.

**Post Information**

* Reports to Programme Manager.
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.