**Person Specification – Careers Officer**

| **Criteria** | **Essential** | **Desirable** |
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| **Skills Required** | * Able to co-ordinate and lead in whole College ‘careers’ activities
* Excellent interpersonal skills; ability to communicate effectively, to negotiate and influence others
* Strong negotiating and influencing skills

 • Ability to work effectively with internal and external colleagues • Ability to work independently and as part of a team • Demonstrate effective communication skills with young people, parents/carers and a range of people/colleagues • Excellent organisation skills and the ability to prioritise, to work under pressure and meet deadlines• Ability to enthuse and motivate others • Excellent written communication skills with experience of writing information and guidance resources* Ability to develop innovative ways of working with young people and relevant organisation
* Ability to establish effective networks and contacts
 | * Project management skills
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| **Qualifications** | • Degree level or equivalent• A relevant professional qualification drawn from careers, coaching or recruitment at Level 4• Evidence of Continuous Professional Development  | • Member of AGCAS • Post Graduate qualification; QCG (Qualification in Careers Guidance) and other qualifications in social work or youth work• Foundation Degree in working with young people and young people’s service  |
| **Knowledge** | • Knowledge of national labour market developments and trends • Knowledge of Microsoft Office* Knowledge of social media

• Knowledge and understanding of FE and HE employability agenda• Awareness of Equality and Diversity issues that may affect student and graduate recruitment • Knowledge of Apprenticeships and other training opportunities • Demonstrate a commitment to equal opportunities and an understanding of its relevance to the role • Compliant with the GDPR/Data Protection Act • Knowledge of and compliance with relevant college policies and procedures, eg., Safeguarding, Health & Safety, No Smoking, Acceptable use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection, etc | * Knowledge of international labour market developments and trends
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| **Relevant Experience** | * Substantial experience in careers education and guidance and/or related areas including graduate recruitment, training or apprenticeships
* Significant experience in delivering interesting and effective career learning workshops and lectures within a school context
* Proven track record in achieving business objectives and service demands
* Knowledge of careers and alternative education options
 | * Experience of designing and delivering careers education modules
* Experience of working with young people in settings such as voluntary organisations, careers guidance, youth work, housing, disabilities, health, social work or education
* Experience of working with young people facing multiple difficulties
* A similar position in a school or college
* Creation of written policy and procedures
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| **Personal Attributes** | • Highly motivated • Determined• Approachable and adaptable • Flexiblity• Willingness to adopt new technologies as appropriate• Maintain high professional and personal standards• Ability to work with, and alongside, management at all levels• Initiative, common sense and patience• Willingness to undertake training/professional development in-house or externally • Participation in the appraisal system for all staff |  |