**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 |
| **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 |
| **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 |
| **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 |  |