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| **Careers, Employability and HE Co-ordinator, up to 37 hours per week, term time only plus 2 weeks, permanent contract** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Tees Valley Collaborative Trust, based in the North East of England, is a well established organisation with social inclusion, educational excellence and widening participation at the heart of its values. [www.tvc.ac.uk](http://www.tvc.ac.uk)

We are seeking to appoint an enthusiastic Careers Co-ordinator who will be responsible for the development and maintenance of an efficient and effective careers information, advice and guidance service for the students based at Prior Pursglove and Stockton Sixth Form College, promoting all progression routes for students, including Apprenticeships, employment, self-employment, further and higher education. In addition, you will be responsible for building capacity for industry work placements for staff and students, arranging meaningful work experience and volunteering opportunities for our students.

You will hold a Level 6 Qualification in Careers Guidance or be willing to work towards one.

Job share arrangements will be considered and can be discussed at interview with shortlisted candidates.

Start Date: Immediate start available

**Salary and Benefits Information**

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Salary: SFCA Support Staff Pay Spine, Points 14-17 (£28,593 - £31,342 per annum)

Actual starting salary for 37 hours per week is £25,630.30 per annum (based on an FTE of £28,593 per annum)

Employee Benefits include:

* Membership of the Local Government Pension Scheme for all our support staff
* 24 days annual leave entitlement for our support staff, which rises incrementally to 29 days after 5 years service (plus 8 days bank holiday)
* Opportunities for training and professional development
* Childcare Vouchers
* Cycle Scheme
* On-site canteen for both staff and students
* Free on-site parking
* Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

**Application Details**

Closing Date: noon on Thursday 10th October

Interview Date: TBC

An application pack can be downloaded from <https://tvc.ac.uk/work-for-us/> Please contact the HR Department at HR@tvc.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**TEES VALLEY COLLABORATIVE TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

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