

Careers Adviser

ROLE OVERVIEW

Job Title: Careers Adviser

Grade: EC5

Contact Hours: 37 per week (1FTE)

Contract: Permanent

Faculty: Teaching Learning & Development

Responsible to: Careers Education Lead, Director of Teaching Learning & Development

KEY ROLE OBJECTIVES

To provide high quality guidance to learners at Exeter College to support them in all aspects of their progression planning. To provide impartial Careers Information, Advice and Guidance on a range of destinations including university, apprenticeships, gap years, study abroad and employment.

MAIN RESPONSIBILITIES:

The post holder will:

- Support the development and implementation of a structured careers education programme, including cross college events and campaigns.
- Provide excellent 1:1, small group and larger group careers advice and guidance.
- Maintain evolving bespoke online resources, allowing access for all students across all college sites, throughout the academic year.
- Proactively engage in a research and professional development to stay abreast of emerging careers, university, and apprenticeship opportunities to ensure the college's Careers Service is relevant, reliable and current.
- Collaborate with wider team members in the Department of Teaching, Learning and Development to ensure we provide an exceptional learner experience.

MAIN TASKS:

HIGHER EDUCATION

- To provide an outstanding UCAS Support service to learners including guidance sessions, personal statement feedback, application checking and submission.
- Group delivery of UCAS and learner finance tutorials
- To maintain accurate knowledge of competitive course entry at Higher Education, including medicine, veterinary and Russell Group universities, whilst linking with the College's Reach Academy offer and staff on Oxbridge applications and preparation
- To coordinate and work together with faculty staff to organise relevant university outreach sessions cross-college
- To support the Higher Education Adviser with learners progressing internally to the College's Higher Education provision
- To create and deliver relevant and accurate staff training resources for those utilising the UCAS system.
- To complete the associated administrative duties via the UCAS online system to ensure all learner applications are sent in a timely and effective manner.

EMPLOYABILITY

- To maintain aspirational online resources to equip learners with outstanding preparation for work
- To support the delivery of a cross college employability programme of events
- To support the promotion of part time job opportunities for learners.
- To work with the Apprenticeship team, maintaining a positive relationship, for employer engagement and signposting purposes
- To maintain a database of industry contacts and inspirational speakers, communicating to faculties across college whilst doing so
- To work with the Careers Education Lead to organise employer encounters and employer events.

RESOURCES AND CPD

- To develop and maintain a central online resource for internal learners, collating useful resources and advice for student progression to a range of destinations
- To keep informed of potential learner development opportunities - local, national and international and to maintain resources that reflect this
- To keep up to date and to respond to any government initiatives and legislation which directly impacts upon the delivery of careers education and guidance at the college, demonstrating an ability to solve problems through innovative developments
- To undertake relevant individual Continued Professional Development qualifications and training as required

DATA RECORDING

- To regularly obtain learner feedback and maintain accurate records to monitor and evaluate service performance, contributing data to the Careers Education Lead and Director of Teaching Learning & Development as required
- To contribute to improving systems and methods of working for meeting student needs and Matrix accreditation requirements
- To support with data collection and analysis on Higher Education destinations

COLLABORATIVE WORKING

- To actively develop a network of internal and external partnerships with Higher Education institutions
- sources
- To network at external and training conferences to share best practice
- To work closely with the team and colleagues across college to provide input and support to the Personal Development Programme
- Support college events, including occasional evening events such as learner interviews, open events and parents' evenings
- To travel to other college sites to deliver the service, as required
- To be prepared to be flexible and considerate in the needs of the service when requesting annual leave

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

July 2024

Reviewed:

Person Specification

JOB TITLE – Careers Adviser

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of working with young people and adults in an education setting (A/I)
- Experience of working individually, and as part of a team, to complete projects to a high standard, by deadline (A/I)

Desirable Criteria

- Experience of working within a career guidance setting (A/I)

Skills and Abilities

Essential Criteria:

- Ability to build professional relationships with internal and external colleagues (A/I)
- Ability to keep and evaluate records and statistical data (A/I)
- Ability to use initiative to organise and prioritise own work (A/I)
- Excellent communication skills (oral and written) (A/I)
- Ability to work under pressure whilst maintaining attention to detail (A/I)
- Confident in producing and delivering inspiring and engaging presentations to groups of students (A/I)

Qualifications

Essential Criteria

- Qualified to at least Level 3 (i.e. equivalent of 3 A levels) (A)

Desirable Criteria

- Level 6 Careers Advice and Guidance qualification, or a willingness to work towards this qualification (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)

Reviewed: July 2024

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.