Person Specification: Careers & Guidance Officer

| **Criteria** | Essential | Desirable | How Identified |
| --- | --- | --- | --- |
| **Knowledge/Experience** | * A minimum of 2 years recent experience in the field of careers guidance   Knowledge of:   * Recent experience in the field of careers guidance * Proven/an ability to lead and mange others * An understanding of the key quality indicators within a Careers and Guidance service. * Recent developments in pre and post 16 education * Recent developments in the British Higher Education system * Employability Skills. * Recent development in training and employment * Wide Occupational Knowledge | * Experience of working with students in the post 16 education * Awareness of UCAS process. * Awareness of local labour market trends. * Awareness partner and feeder schools * Experience of working with students in the pre and post 16 education sector * Experience of making both informal and formal presentations to parents, staff and students * Experience of negotiation with external providers. * Experience of interviewing prospective students | Application Form  Interview  References |
| **Skills/Abilities** | * You should have excellent communication and interpersonal skills and the ability to * Work both independently, using your own initiative, and   as part of a team   * Understand and apply the principles of IAG and Careers Education * Lead the college’s careers and guidance provision across both campuses * Manage a case load of clients * Conduct effective guidance interviews * Conduct group sessions * Conduct presentations to large groups * Good Organisational skills * The ability to plan and organise large whole college events * contribute to the college’s careers education programme * To be able to establish and maintain effective links with key stakeholders * An ability to research and disseminate information , * An ability to produce resources, including on-line resources * Administrative skills for record keeping * Handle sensitive information | * IT Skills * Willingness use Social Media and new Technologies. * Ability to make presentations to parents and staff students | Application form  Interview  References |
| **Qualification/Training** | * + - * Professional qualification in Careers Guidance or IAG at Level 4 or above. | * Degree or equivalent higher level qualification | Application Form  Interview |
| **Personal Qualities** | * Flexible and adaptable * Able to meet deadlines |  | Application Form  Interview  References |
| **Other Criteria** | * Ability to work across both sites * Ability to attend external events. * Ability to work evenings. * Willingness to undergo further training and professional development |  | Application Form  Interview  References |

You will be required to obtain an Enhanced DBS Certificate for this post. You may wish to obtain further information from the DBS information line, 0870 90 90 811 or [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs). The college will provide you with a DBS application form if an offer of appointment is made. Any relevant issues arising from references will be discussed with you.