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 FormInterviewReferences |
| **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 formInterviewReferences |
| **Qualification/Training** | * + - * Professional qualification in Careers Guidance or IAG at Level 4 or above.
 | * Degree or equivalent higher level qualification
 | Application FormInterview |
| **Personal Qualities** | * Flexible and adaptable
* Able to meet deadlines
 |  | Application FormInterviewReferences |
| **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 FormInterviewReferences |

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.