



Job Description			
Job Title:	Careers Adviser (40 week contract – term time)		
Department:	Student Services	Job Ref:	
Scale/Grade:	Scale 6 pro rata	Position Type:	Support
Responsible to:	CEIAG and Schools Liaison Manager	Responsible for:	None
Job Description			
<p>Main Purpose of Role:</p> <ul style="list-style-type: none"> To provide a high quality, accessible and impartial careers education, information, advice and guidance (CEIAG) service to all prospective and current learners of the College, maintaining best practice of customer care at all times and demonstrating exemplary equality of opportunity. Part of a small team whose responsibility is to provide information, advice and guidance on Oldham College/UCO courses and their progression routes promoting all that the College has to offer to learners, as well as their parents/guardians and other staff. To guide and support students in their University applications, co-ordinate and administer the UCAS application cycle for the college. To be able to support and offer careers guidance to students with Educational Health Care Plans and participate in multi agency EHCP reviews. <p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> Ensure that accurate, future facing and impartial and accessible information, advice and guidance on all areas of the curriculum, benefits and finance are available to the public, external partners, potential/ current learners, parents/guardians and employers. Ensure all phone calls and correspondence to the Advice and Guidance line/service are responded to in a timely manner. Develop and maintain a good up-to-date understanding and working knowledge of the curriculum offered within College, including fee information. Ensure the website is accurate and provides full information on all offers, including Careers Advice & Guidance for students and parents. To keep up to date on all Further Education policy developments that impact on existing and future students (e.g. Technical & Professional Education Reforms) and ensure working knowledge of local and GM wide Labour Market Intelligence (LMI). To actively support and participate in cross College activities e.g. Enrolment, Annual Awards Evening, Open Days, external exhibitions, etc. To foster strong and productive working relationships with all other areas and Faculties within College to provide an outstanding signposting service to all learners. To assist in gathering guidance impact measures and customer service feedback to inform professional practice. To support the handling of complaints and learners problems, whilst being proactive in seeking initial resolutions where possible. Contribute and take an active part in the college recruitment processes which includes the provision of a comprehensive CEIAG service Promote progression to higher education through the organisation of HE Fairs and other related activities, which publicise HE progression internally and externally. To provide personal support for students considering entry to higher education, by supporting the UCAS application process, and providing information to both students and parents on Student Finance England, whilst maintaining an up to date knowledge of HE student finance packages. To actively support the progression of students/learners by providing personal guidance and supporting College wide progression activities. 			



12. To carry out a range of administration duties such as inputting and maintain accurate records and information on the College systems and provide reports as required.
13. Work to achieve Study Programme, AEB, Apprenticeship and Higher Education recruitment targets by increasing school links, applications, enrolments and conversion rates
14. Support the College in achieving all Gatsby Benchmarks through participation in Careers Networks and in assisting the Careers Leaders in their objectives.
15. Support the College in maintaining MATRIX accreditation and other CEIAG related quality marks.
16. Assisting the organisation of visits to Oldham College and UCO from schools, other colleges, community groups, stakeholders and the public including Open Days, Careers Fairs, KIT and Taster Days

General

17. This job description is a summary of the key areas of responsibility. It is not a definitive list. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.
18. To ensure that equal opportunities is promoted and developed in all areas of responsibility.
19. To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect.
20. To enable learners to express their views 'in all matters affecting them' either directly or through appropriate representation.

Oldham College Commitments

21. All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
22. All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
23. All employees of the Corporation are required to undertake such professional development and skills updating as required by the Corporation and/or required by the changing demands of their role.
24. The post holder may be required to undertake any additional, reasonable duties in order to progress the needs of the organisation.
25. The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

Prepared By:	Michelle Royle	Date:	19/07/2017
Reviewed By:	Michelle Royle	Date:	11/05/2020

PERSON SPECIFICATION

POST: Careers Adviser

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organization takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within, our developing multicultural diverse organisation.

Assessment: Items marked with an asterisk * are short listings criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	Evidence Required *
ESSENTIAL:	
Diploma L6 Careers Guidance	*
GCSE English Grade 4 or above.	*
GCSE Maths Grade 4 or equivalent.	*
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Considerable relevant experience of providing careers guidance to young people and adults, including those with Educational Health Care Plans.	*
Confident in presenting to large groups or delivering classroom based Careers Education sessions	*
Experience of working in a student facing and customer centred environment, face to face and over the telephone, with a wide range of people.	*
Experience of interviewing individual clients as well as talking to groups of people.	*
Experience of delivering 1:1 Careers Guidance and to action plan and set targets with students related to CEIAG and measure impact of interventions	*
Experience of successfully working under pressure and multi-tasking in a busy environment.	*
Experience of successfully working as a member of a team and achieving collective outstanding results.	
Excellent IT skills with experience of Microsoft Office, data input, email and IT systems.	*
Ability to work on own initiative, make decisions, prioritise own workload and that of others.	*
Ability to work accurately and pay attention to detail.	
Good organisational and administrative skills.	



Excellent interpersonal and communication skills, both verbal and written.	
Ability to support and promote equality and diversity in all aspects of the work.	
<u>Skills, Knowledge & Experience</u>	
DESIRABLE:	
Knowledge or experience of working in an educational establishment particularly within Support Services.	
Experience of using EBS and providing Advice and Guidance in schools and colleges.	
Knowledge of a community language.	
Knowledge of benefits and welfare rights.	
<u>Attitude & Motivation</u>	
ESSENTIAL:	
Suitability to work in an environment where the provision of advice and/or guidance, support or contact with children, young persons and/or vulnerable adults will be required.	*
Proactive and enthusiastic.	
Quick to learn and understand the issues that affect young people	
Co-operative and responsive. Presentable.	
<u>Other Work Related Requirements</u>	
ESSENTIAL:	
Actively update skills and knowledge as necessary.	
Willingness to work flexibly to meet the needs of the job including evenings and Saturdays.	