

## **ROLE DESCRIPTION**

**ROLE TITLE:** Careers Officer

**REPORTING TO:** Employer Engagement Manager

**LOCATION:** Franklin College, Grimsby

**APPOINTMENT TYPE:** Permanent

**DATE:** August 2019

## **ROLE PURPOSE:**

To develop, maintain and promote an excellent information advice and guidance service in relation to higher education and careers for Franklin Sixth Form College; its learners, stakeholders and staff. To actively contribute to stakeholder engagement activity, including planning and co-ordinating progression events and other careers related events.

## **DIMENSIONS:**

**Direct reports:** None

**Budget responsibility:** None

## **MAIN DUTIES AND RESPONSIBILITIES**

1. To take a lead role in ensuring the College achieves and maintains the Quality in Careers Standard and to drive forward the college achieving all Gatsby benchmarks.
2. To maintain the careers hub with a wide range of current materials and resources.
3. To maintain and develop methods of communication including the careers newsletter, college careers website and social media to promote careers / FE / HE and apprenticeship opportunities.
4. To develop relationships with external stakeholders both locally and nationally so our students have access to a wide range of events.
5. Responsible for the organisation of the annual careers progression event and other careers events where required.

6. To lead, as directed, on the arrangements for University / Higher Education visits for current and prospective students for both open days and bespoke events.
7. To provide and offer high quality impartial one to one careers advice and guidance via planned appointments and a drop in service.
8. To work with the school liaison team and support the transition of learners from school to college.
9. To work with the school liaison team and MIS to provide regular analysis of destination data.
10. To work pro-actively with curriculum staff to follow up individual students success stories, produce case studies for the college website and other internal and external marketing channels.
11. To work with school liaison to develop, maintain and publicise an alumni society for the benefit of current, past and future students.
12. To provide administrative support for UCAS applications as and when required.
13. To follow best practice and College policy in all areas of work including Health and Safety.
14. Contribute to safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm.
15. Work to promote and contribute to the College's Equality and Diversity Policy.
16. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College.
17. Such other tasks directed by the Principal as may be necessary to ensure the continuing development of systems and service.

# PERSON SPECIFICATION

<b>Method of Assessment</b> The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential	Desirable	Application Form	Interview	Assessment Centre	Other
<b>Qualifications</b>						
Careers Guidance / Advisor Qualification Level 6 (or equivalent)	X		X			
<b>Job Knowledge</b>						
National policy framework for Careers Education and Guidance for All Age Careers Guidance			X	X		
Factors affecting the performance and progression of students into post 16 learning	X			X		
Factors affecting student performance and progression to opportunities post 18	X			X		
Relevant quality and performance standards for work in a College including Safeguarding, Welfare, Health and Safety, Data Protection and Equality and Diversity	X			X		
<b>Experience</b>						
Working with young people in a customer focused environment as relevant to the post	X		X	X		
Working with adults in a customer focused environment as relevant to the post		X		X		
Securing partnerships to enhance referrals and achieve outcomes for students		X		X		
Working with administration systems to maintain records for compliance and audit	X					
Reporting on performance of the service as part of self-assessment		X				
Training of other staff in aspects of Careers Work		X				
Experience of process for student progression including UCAS and Apprenticeships		X				
<b>Technical Skills / Abilities (be able to demonstrate)</b>						
Engage and respond effectively to the needs of students	X			X		
Use IT as an integral part of recording and monitoring of activity and evaluation of effectiveness	X			X		
Communicate effectively to a range of audiences using both oral and written methods	X		X			
Organise own time effectively and ensure deadlines and targets are met	X			X		
Plan, manage, evaluate and continuously improve own work and contribute to the development of the student services team	X		X	X		
Make independent decisions and seek support where appropriate	X			X		
Support and mentor other staff	X			X		

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<b>Personal Attributes</b>						
Committed to excellence, continuous improvement, customer focus, team working and self / staff development. Flexible and approachable, enthusiastic and self-motivated.	X			X		
Resilience and the capacity to cope with difficult situations.	X					
Willingness to work flexibly	X					
To provide innovative and creative solutions to solve operational problems	X					
Drive a car to attend meetings as required	X					
A willingness to undertake evening and weekend work on occasions as required	X					

**Grade of Post:** Scale 6 (Sixth Form Colleges' Support Staff Pay Spine) Points 30-32  
(currently £21,629 – 23, 029 pro-rata)

**Hours of Work:** 37 hours per week

**FT/PT:** 0.8952 FTE (205 days – term time plus 10)  
 $37/37 \times 205/229 = 0.8952$