

## Person Specification

<b>Post Title:</b> Careers Coordinator	<b>Department:</b> Careers and Progression
<b>FTE 1.0 Salary:</b> £27,000 per annum <b>Actual Salary:</b> £20,950.96 per annum	<b>Date Compiled:</b> 09/12/2024

Attributes	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A strong knowledge of UK educational systems at both pre- and post-18</li> <li>• Knowledge of the labour market, including the graduate labour market</li> <li>• Understanding of modern application and recruitment procedures</li> <li>• Understanding of the statutory guidance for careers provision in school, including the Gatsby Benchmarks</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of international educational systems</li> <li>• Knowledge of the external criteria and assessment procedures for Careers departments, for example the criteria for the Quality in Careers Standards Awards or the ISI Framework</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills, especially empath and the ability to form effective working relationships with young people</li> <li>• Strong networking skills and experience of working with employers</li> <li>• Strong written and spoken communication skills</li> <li>• Computer/ICT skills, including facility with Word and Excel, and databases</li> <li>• The ability to work flexibly</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson planning skills</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people in a guidance role</li> <li>• Experience of providing advice and guidance on matters relating to vocational and academic choices</li> <li>• The ability to both work 1:1 with young people and deliver engaging group sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting or with school-aged service users</li> <li>• Experience of producing resources on careers topics</li> <li>• Experience of delivering staff training</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Have, or be prepared to work towards, a level 6 or above qualification in guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Honours degree or equivalent</li> <li>• Teaching, training or assessor qualification</li> </ul>	
<b>Person Specification drawn up by:</b>	Rachael Pearson		Date: 09/12/2024
<b>Approved for department by:</b>	Human Resources		Date: 10/12/2024