

Person Specification: Careers & Work Related Learning Adviser

Qualifications	Essential	Desirable	Evidenced
Degree or equivalent experience		✓	Application
Relevant CEIAG and qualification, such as NVQ Level 6 in Advice and Guidance.	✓		Application
Experience	Essential	Desirable	Evidenced
Experience of working in careers guidance	✓		Application/ Interview
Experience of working in an educational establishment		✓	Application/ Interview
Providing individual or small group careers guidance to academically able students	✓		Application/ Interview
Confidence in the delivery of presentations and group work to student, parent, staff audiences	✓		Application/ Interview Observation
Liaising with partner agencies and employers		✓	Application/ Interview
Planning, design and development of CEIAG resources	✓		Application/ Interview
Experience co-ordinating a careers department in schools		✓	Application/ Interview
Knowledge and Skills	Essential	Desirable	Evidenced
Guidance, interviewing, group work and presentations	✓		Application/ Interview Observation
Initiative and ability to prioritise, organise and manage own workload	✓		Application/ Interview
Ability to work effectively to timescales and deadlines	✓		Application/ Interview
Write and produce careers information leaflets on a range of topics	✓		Application/ Interview
Knowledge and understanding of higher education, including knowledge of UCASs and widening participation strategies	✓		Application/ Interview
Knowledge of the learning opportunities open to school leavers at 16 and 18, including training and employment options	✓		Application/ Interview
Understanding of and commitment to equal opportunities policies and practices	✓		Application/ Interview
Ability to communicate effectively, orally and in writing	✓		Application/ Interview
Administrative, report writing and record keeping skills	✓		Application/ Interview
ICT skills – internet, email, word processing, Excel	✓		Application/ Interview
Familiarity with and competent in the use of computer based guidance packages	✓		Application/ Interview
Effective networking, advocacy and negotiation skills	✓		Application/ Interview
Cope with simultaneous pressures and able to multi-task	✓		Application/ Interview

Personal Attributes	Essential	Desirable	Evidenced
Commitment to provide a high quality service to CEIAG quality standards	✓		Application/ Interview
Able to work individually and contribute as a team member	✓		Application/ Interview
Self-motivated with a pro-active attitude to the role	✓		Application/ Interview
Strong commitment to equal opportunities	✓		Application/ Interview
Good interpersonal skills and the ability to establish a rapport with young people	✓		Application/ Interview Observation
Ability to work in a professional manner with a flexible and adaptable approach	✓		Application/ Interview

