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**JOB DESCRIPTION**

**JOB TITLE: Careers Advisor**

**HOURS: 22.5 hours per week over 3 days, term time over 42 weeks per year - working days to be discussed at interview**

**LOCATION: Primarily based at Woodlands campus with willingness to travel to other sites as and when required**

**REPORTS TO: Careers Service Manager**

**AREA: Student Services**

**GRADE/SALARY: Support Staff Scale 6/SO1, points 27 to 32, £28,974 to £33,972 pro rata. Actual salary £16,605.55 to £19,470 per annum.**

**CLOSING DATE: Sunday 23rd June 2024**

**POST NO: SS142W**

**DBS: Enhanced DBS check with children’s barred list check**

**PURPOSE:**

To provide Careers Education Information Advice and Guidance within the College as part of the Careers Team. To enable our students be well-informed about career opportunities and equipped with the employability skills required to realise their career plans.

**PRINCIPAL DUTIES:**

1. To provide careers advice and guidance to all levels of students in FE and HE, and those potentially wishing to study at the College. Have a strong knowledge of pathways (College, University, Job, Apprenticeship and other destinations) to ensure students can make an informed choice about their future.
2. To support the implementation and achievement of the Gatsby Benchmarks
3. To conduct impartial one-to-one careers interviews, drop-in sessions and e-guidance, with all levels of students (part-time, full-time, FE, HE, and adults). Refer to external agencies where appropriate. Work with SEN students offering ongoing support.
4. To design and deliver careers education workshops to all levels of learner (Level 1 to Level 6), on topics relating to employability and next steps e.g., Career Planning, Job Search, CVs, Interview Skills, Apprenticeships and Higher Education.
5. To ensure the smooth running of the UCAS process, offering advice, guidance and training to students applying to Higher Education via UCAS. Liaise with University Admissions and UCAS Support Team. Provide support to teaching staff on UCAS applications.
6. To organise and deliver annual Faculty UCAS/Higher Education Information sessions.
7. To organise and deliver annual Careers Fairs, developing and maintaining effective partnerships with local, national and international businesses. Developing a network of specialist partners to provide guidance on specific careers. Effectively market the event to students and tutors.
8. To organise Faculty Career related events/speakers, sourcing relevant employers and running the event to ensure student and employer satisfaction.
9. To research, develop and update a range of Careers information resources. e.g., Career Planning, CV Writing, Job Applications, Interview Skills, Working for yourself etc.
10. To assist the work of Careers Advisors coming into the College from partner organisations, in terms of appointments, and referrals. (if necessary for the campus)
11. To maintain a high standard of labour market information and Career patterns in line with Gatsby benchmarks and Careers Strategy
12. To network internally and externally to enhance the College Careers Service. External networking includes Solihull & Birmingham Council- IAG, AGCAS, HELOA, NACGT, CAFÉ, National Careers Service, local Universities and employers.
13. Arrange personal statement feedback sessions for students, working in partnership with local universities.
14. Liaise with Solihull Careers Hub Team and Birmingham Careers Service to support potential NEETs.
15. To attend College Open Days, Parents’ Evenings and School Liaison events where a careers presence is required. Attend evening online parents events (UCAS, Apprenticeships, Student Finance) as required.
16. To liaise with staff and students regarding careers information; using appropriate media to advertise careers events and related topics.
17. To provide advice to students on how to access and use the materials; demonstrate computer programmes and internet-based materials to individuals or groups of students as required.
18. To provide administrative support to the careers service, booking careers interviews and referrals for careers guidance; to provide statistics as appropriate.
19. To maintain up to date with policy and changes in CEIAG sector, ensure personal CPD up to date to meet with Career Development Institute requirements.
20. To adhere to policies, procedures, and values of Solihull College & University Centre.
21. To undertake all mandatory training in a timely manner as required e.g. Safeguarding, Prevent.
22. To undertake necessary Health and Safety responsibilities, duties and training as required by this post.
23. To undertake any necessary Data Protection responsibilities, duties and training as required by the post.
24. Such other duties as required which are broadly consistent with the general functions and grading of this position.

**EQUAL OPPORTUNITIES:**

Solihull College & University Centre is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensure its compliance throughout the College.

**SAFEGUARDING:**

Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

**CORE VALUES:**

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Description automatically generated with medium confidence

SOLIHULL COLLEGE & UNIVERSITY CENTRE

PERSON SPECIFICATION

**JOB TITLE: Careers Advisor – 22.5 hours per week, 42 weeks per year**

**SALARY: Support Staff Scale 6/SO1, points 27 to 32, £28,974 to £33,972 pro rata. Actual salary £16,605.55 to £19,470 per annum.**

**POST NO: SS142W**

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| SPECIFICATION | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION /**  **TRAINING** | Careers Advice and Guidance qualification Level 4 or willing to work towards Level 6 Careers qualification or above  GCSE Maths and English at Grade C or above | Level 7 QCG Careers Advice and guidance qualification or Masters in Careers Guidance  Degree level qualification |
| **RELEVANT**  **EXPERIENCE** | Experience of providing careers education information advice and guidance to young people and adults on career pathways, training and employment in an FE College  Experience of delivering presentations and or workshops/tutorials  An understanding of the Gatsby Benchmark framework and how it needs to embedded within Careers Education and Guidance  Excellent LMI knowledge | Advisory work in education at HE level  Familiarity with careers education information and software |
| **SKILLS /**  **APTITUDES** | Organisational skills  Ability to work independently  Excellent communication skills  Pleasant and helpful manner  Good I.T. skills - experience of using all Microsoft office software  Research skills  Resilience  Ability to network with internal staff and external providers  An awareness of sustainability and climate change and how it applies to Further Education | Knowledge of education and training provision in UK  Knowledge of the Careers Guidance and Information service |
| **OTHER**  **REQUIREMENTS** | Commitment to high standards of customer care and supporting young learners  Saturday and Evening working as and when required  A willingness and ability to work across and travel to other sites and campuses as needed to support the team  Strong commitment to Equal Opportunities  A commitment to the Safeguarding of Young People and Vulnerable Adults and an awareness of the Government ‘Prevent’ strategy  Commitment to the College’s Values | Full Driving Licence and access to own car |