

# Job Description – **Career Pathway Coach (£28,000)**

<b>Post</b>	Career Pathway Coach (£28,000)
<b>Job Purpose</b>	To provide careers advice guidance and coaching to young people through a variety of means to support effective career choices and career planning.
<b>Salary Scale</b>	£28,000.00 A defined contributions pension scheme will be available with these posts.
<b>Location</b>	As per letter of appointment
<b>Line Manager</b>	Service Manager
<b>Job Category</b>	Child and Adults Workforce: any position that involves working/volunteering with children or adults.
<b>DBS Disclosure</b>	Enhanced with barring list check

Prospects provides support to young people across London funded by Local Authorities, Schools, SFA that include providing information advice, guidance and support to ensure young people are able to assess their attributes and circumstances, planning to meet learning goals, supporting them to implement their plans and keeping these under review.

Prospects would like individuals that are committed to supporting and engaging with young people to ensure they develop resilience and are able to make positive and sustainable transitions through education and training into employment. In particular those that are energetic, passionate, dynamic and innovative in their approach to achieving the above.

To comply with and understand P prospects safe guarding policy and procedures and take action as appropriate in relation to children and vulnerable groups regarding matters of safety, protection and wellbeing.

Prospects is committed to promoting equality of opportunity, valuing diversity and eliminating discrimination, as a core value.

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#### **Key duties**

- Interviewing people one-to-one or in small groups to discuss career or education options.
- Use of digital technology to enhance services for young people.
- Deliver services in an outcomes driven environment and able to meet challenging targets .
- Provide information and advice to young people according to their needs in order to help them make appropriate and realistic decisions on issues affecting them.
- Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development.
- Work within an equal opportunities framework to promote equality, diversity and the rights of the individual and to challenge stereotyping and prejudice.
- Work proactively with parents, carers and others who influence young people, enabling them to become involved in and support young people 's decision making.
- Undertake training and other professional development as agreed with line manager to keep up to date with legislative and quality practice developments relating to provision of service.
- Work within professional standards and ethical boundaries and maintain confidentiality and manage information in a manner that satisfies data protection requirements and adheres to the principle of informed consent of young people.
- Maintain up to date and accurate manual and computerised case records within Prospect's guidelines and procedures.
- Helping young people to draw up action plans for employment, education and training and supporting them to achieve these goals.
- Advising young people on how to source relevant training courses or qualifications and what funding might be available.
- Providing advice on CV, applications, job hunting and interview techniques.
- Helping young people to understand the current job market including sector growth areas and pathways into those jobs.

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- Using computer-aided guidance packages, skills assessment tools, career planners, psychometric tests.
- Planning and organising careers fairs and conventions.
- Keeping up to date with labour market information, legislation, academic levels pathways, educational reforms and professional and academic developments.
- Taking responsibility for the progression of young people ensuring that a positive destination is achieved and confirmed.
- Work flexible hours as required meeting the needs of the service (this to include evening work and some Saturdays).
- Using IT for administrative tasks, such as recording interactions with and tracking clients.
- Carry out other reasonable and relevant duties as commensurate with the post.

### **Personal Specification**

- Passionate and committed about supporting young people and ensuring positive outcomes are achieved with vulnerable and complex cases.
- Able to use digital technology to engage with young people and support the delivery of services.
- Significant experience of working directly with young people aged 13– 19 in formal or informal settings involving assessment of needs and provision of advice, information and support.
- Relevant professional qualification e.g. Dip CG/QCG/NVQ 6 Guidance.
- Experience of using a range of approaches to engage, establish and maintain relationships with young people.
- Solid understanding of the principles underpinning equality of opportunities and valuing diversity.
- Excellent oral and written communication skills, including the ability to prepare and present reports.
- Ability to organise own work to meet targets and deadlines and to manage conflicting work pressures and deadlines.
- Ability to be innovative and solve problems with an ability to bring new ideas to delivery that engage and excite young people in their career management.

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- Effective interpersonal skills in order to establish and develop relationships quickly with a range of contacts, including parents and carers, professionals working with young people, as well as young people themselves.
- Commitment to the development of own professional practice.
- Experience of administration and of using computerised record systems.
- Willingness to work flexible hours.
- Willingness to travel around the Borough or London to meet with young people and agencies.