

## Job Description

**Job Title:** Careers Adviser

**Reports to:** Service Manager

### Purpose

To provide Careers Information, Advice and Guidance to young people in secondary schools, Colleges, Pupil Referral Units and Community Settings.

### Main Duties and Responsibilities

The emphasis on duties may vary depending on the work location and the individual agreements with institutions but relate broadly to the delivery of contracts for the provision of careers information advice and guidance in schools/ colleges / Community Settings.

Typical duties may include:

1. Providing one-to-one careers information, advice and guidance to young people in a variety of Institutions / Community Settings
2. Producing Careers Action Plans and recording information in line with School, Local Authority and Shaw Trust requirements
3. Manage a caseload of young people, which includes recording information on progress and monitoring outcomes to ensure progression
4. Organising and delivering small and large group sessions/activities on a range of topics for example :
  - Option choice at each key transition stage
  - Employability workshops
  - Labour market information
  - Further and higher education opportunities
  - Collapsed timetable days
5. Supporting careers education / work related learning
6. Organising and delivering collapsed timetable / large events in collaboration with other staff.
7. Establishing and maintaining effective working relationships with institution staff and other professionals
8. Working with institutions, statutory agencies and the voluntary sector to exchange information and observe agreed protocols on referrals .
9. Making use of ICT in undertaking the duties of the role and as required in the course of his/her employment.

10. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
11. Undertake appropriate self-assessment and training to enhance the Careers Adviser role.
12. Attending parent's evenings to provide Careers IAG to young people and support their parents/ carers.
13. Any other duties appropriate to the level of the post.

### **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title:</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <p>One of the following qualifications:</p> <ul style="list-style-type: none"> <li>• Diploma in Careers Guidance (Parts 1 &amp;2)</li> <li>• Qualification in Careers Guidance (QCG)</li> <li>• Level 6 Diploma in Advice and Guidance</li> <li>• Level 4 Advice and Guidance (may be considered based on other experience)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people in secondary schools/ colleges. (D)</li> <li>• Experience of working with various partners who support young people both in the voluntary and statutory settings</li> <li>• Experience of delivering Careers Information, Advice and Guidance. (E)</li> <li>• Experience and knowledge of the Gatsby Benchmarks. (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of the requirement of working with young people in a professional capacity. (E)</li> <li>• Able to organise work targets and manage conflicting pressures and deadlines. (E)</li> <li>• Ability to use ICT (Minimum requirement is an ability to use Word and follow instructions for the inputting and retrieval of information from a database) (E)</li> <li>• Able to work flexibly including across a range of institutions a. (E)</li> <li>• Take responsibility for planning their own work, ability to work independently while part of a team. (E)</li> <li>• Ability to keep accurate records and write review reports on delivery (E)</li> <li>• Commitment to quality improvement and innovation. (D)</li> <li>• Able to deliver against contract requirements. (E)</li> </ul>

**Personal qualities, communicating and relating to others**

- Able to communicate effectively with individuals and groups using a variety of media.(E)
- Able to establish effective interpersonal relationships with a range of people e.g., teachers, parents and young people.(E)
- Commitment to continuous professional development . (D)

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at a Enhanced level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)