

# Job Description – National Careers Service Adviser

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Post	National Careers Service Adviser
Job Purpose	To provide careers advice and guidance to National Careers Service customers using various modes of delivery and support customers through to job or learning outcomes
Line Manager	Lead Careers Adviser / Relationship Manager
Location	Coventry and Warwickshire
Job Category	Adult Workforce
DBS Disclosure	Enhanced

To comply with and understand Prospects safeguarding 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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- Provide careers advice to adults via a range of methods including face to face, telephone, email and other digital means to help them to achieve work or learning goals.
- Support customers to develop career management skills through a range of activities
- Work with customers to support their progress into learning, work, or progression in work
- Work with a variety of organisations to generate customer referrals to meet targets
- Manage a customer caseload to meet personal and team targets including customer satisfaction, career management, progression and contracted KPIs
- Record all interactions with customers on the MI database in a timely manner to meet contract deadlines and evidence requirements
- Operate from a variety of locations including Jobcentre Plus, training & education providers, community providers and local career hubs
- Use and contribute to local, regional and national LMI to support customer progression in their career
- Meet all standards for quality of service, safeguarding, information and data security, and any other contract requirements
- Represent and promote Prospects Services in a professional and commercial manner, working effectively with other agencies

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- Attend company meetings and training and liaise with staff at all levels
- Ensure adherence to the company's equalities and diversity policy and actively embed equality and diversity into careers advice
- Other duties commensurate with the level and nature of the post

### **Personal Specification**

- Experience in delivery of careers advice to adults, individually or in groups, employed and unemployed (or similar environment for trainee roles)
- Excellent communication and presentation skills
- High level of competency, effective operation and use of ICT including its wider application e.g. use of social media
- Skilled and competent in delivering careers advice in a range of settings and through a range of delivery modes
- Well organised, capable of working under pressure, meeting deadlines and targets, manage caseloads and their own time
- Ability and flexibility to work in different outreach locations, able to promote the service and maintain relationships with partners
- Able to work flexible hours at evenings and weekends when required
- Able to work in a target driven environment, and ability to meet or exceed contract targets
- Commitment to delivering quality services
- An understanding of and commitment to promoting equality and diversity.
- Education to graduate level or equivalent
- Willing to undertake professional training to maintain standards
- Hold, as a minimum, Level 4 Diploma in Careers Information and Advice or NVQ 4 in Advice & Guidance