

Job Description: Careers, Advice and Guidance Officer

Role Specific

1. To manage a caseload of work, including one-to-one and group information, advice and guidance sessions that are appropriate to learner needs and action plan accordingly on areas such as employability, UCAS, CV development, interview preparation including signposting to internal teams within College as well as external agencies that can provide further support as required.
2. To facilitate drop in sessions and workshops, as well as small group sessions and larger presentations across College relating to all aspects of careers education and topics around personal development and progression.
3. To effectively utilise IT systems for administrative duties, such as recording and tracking all interactions with students, as well as providing information, advice and guidance via electronic resources such as email, webchat and telephone.
4. To research careers, pathways, progression opportunities and labour market information to help inform caseload work across the organisation to enable effectively delivery of current, accurate and impartial information, advice and guidance.
5. To review and maintain career related resources and displays used within the College and contribute towards developing new ideas, activities and resources for the service.
6. To keep up to date with legislation as well as professional and academic developments by undertaking self-research and reflection of practice
7. To support at educational and career focused events such as open days and evenings, interview evenings etc, helping to positively promote the Careers Zone and the College and actively engage with potential students, parents and carers as well as other external agencies to provide relevant information, advice and guidance.
8. To assist with training, guidance and support for curriculum staff so that they are equipped to deliver quality careers programmes.
9. To support, work within and contribute to the achievement of relevant quality frameworks e.g. Matrix standards, Gatsby benchmarks
10. Under the guidance of the Careers and Personal Development Manager to collect, present and use data to analyse trends and address student and business need.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

Job Description: Career, Advice & Guidance Officer

Person Specification	C, A & G Officer
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
A qualification in advice and guidance e.g. Level 6 Diploma in Careers Guidance or NVQ Level 4 in Advice & Guidance	Essential
Driving licence, own vehicle and insurance for business use	Essential
Degree Level Qualification in a relevant subject	Desirable
Training, Experience and Knowledge	
Experience of engagement with young people and vulnerable adults	Essential
Experience of delivering high quality and effective careers information, advice and guidance with a range of clients	Essential
Knowledge of education (FE and HE), employment, training and apprenticeship opportunities	Essential
Experience of working with IT systems for monitoring, recording and communication purposes	Essential
Knowledge and awareness of current career and labour market intelligence (LMI) including national and local trends	Essential
Experience of planning and delivery of group sessions	Essential
Experience of working within a quality framework e.g. Matrix, Quality in careers	Essential
Experience of providing careers information, advice and guidance with student post-16 education	Desirable
Personal Skills and Attitudes	
Ability to learn quickly, work effectively and to deadlines	Essential
Excellent written and verbal communication skills including good listening skills	Essential
Excellent customer service skills	Essential
Ability to develop good working relationships with current and prospective students, team colleagues, other college staff at all levels and staff from external organisations	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential

