

Job Description

Job Title:	Trainee Careers Adviser (part or unqualified)
Group:	Employability and Careers
Dept/Project/Service:	Careers (Traded)
Reports to:	Local Manager
Responsible for:	None
Usual office base:	Nominated school/local authority
Grade:	Careers Grade 4 (working towards Level 6 Careers Guidance)

Job Purpose:

Provide careers advice, guidance and support to individuals and groups of young people.

Job Objectives:

1. Produce tailored careers information, advice and guidance to meet the needs of young people including vulnerable groups and those with special education needs and disabilities (SEND); taking part in reviews and contributing to the education health and care plans as required.
2. Produce action plans and record information where appropriate.
3. Plan and deliver small / large group sessions / events on a range of careers related topics as required.
4. Take a proactive and highly visible approach to developing working relationships with other professionals both internal and external, including providing feedback, agreeing priorities and reviewing arrangements.
5. Manage information by maintaining paper and electronic records to the required standards, sharing information appropriately, all within the boundaries of confidentiality and with regard to Data Protection legislation.

6. Attend parents' / carers events as required and plan and deliver programmes of work which successfully involve parents / careers so that they are able to contribute to and support the progression of their child into learning and work.
7. Work with colleagues and partner agencies, including schools and colleges to plan and implement appropriate strategies. Maintain contact with clients in order that they enter and successfully sustain their learning.
8. Develop and maintain personal and professional effectiveness and standards of work in accordance with the CDI Code of Ethics through participation in progress/performance review processes, attending relevant meetings, training and support and activities.
9. Promote diversity and equality of opportunity as part of delivering effective information, advice and guidance.
10. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training

Person Specification:

Knowledge

Essential:

- » An understanding of and a commitment to, equality of opportunity for all
Knowledge of the local labour market and issues relating to learning and employment
- » Demonstrate an up to date knowledge of legislation and statutory requirements of working with young people
- » Demonstrate professional commitment to children's rights, equal opportunities and diversity
- » Have a detailed knowledge of education, employment, training and personal development opportunities that are available for young people
- » Understanding of working with young people and their careers aspirations

Desirable:

- » Knowledge of using digital & social media in a workplace environment
- » Knowledge of education, employment, training and personal development opportunities that are available for young people
- » Detailed knowledge of relevant developments in Careers Education, information, advice & Guidance
- » Knowledge of evaluation methods and how to measure impact of activities

Experience

Essential:

- » Will have worked with young people preferably in a school setting
- » Will have worked in a collaborate team setting and built/maintained effective relationships
- » Will have experience in careers information and advice in any setting

Skills

Essential:

- » Effective communication skills including written and verbal and be able to relate to a wide range of people and organisations
- » Work collaboratively as part of a team
- » Excellent organisational skills to include time management of own work
- » Ability to meet deadlines and achieve targets and implement contingency plans where necessary
- » Excellent IT skills including all Microsoft Office software
- » Apply a flexible approach to work activities including travel as required to meet business objectives
- » Display an open mind and positive attitude to work and colleagues

Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.