

## Job Description

<b>Job Title:</b>	ASK Adviser
<b>Group:</b>	Employability & Careers
<b>Dept/Project/Service:</b>	Apprenticeship Support and Knowledge Contract
<b>Reports to:</b>	Contract Manager
<b>Responsible for:</b>	None
<b>Usual office base:</b>	Dependent on Area
<b>Grade:</b>	Careers Grade 3

### Job Purpose:

To deliver information, advice and guidance to young people, parents/carers and teachers on apprenticeships and vocational pathways, through group interactions and one to one support, to support the take up of apprenticeships and ensure the aims and KPIs of the ASK programme are met.

### Job Objectives:

1. Plan and deliver tailored apprenticeship and careers information, advice and guidance to meet the needs of young people including vulnerable groups and those with special education needs and disabilities.
2. Carry out planning meetings with schools, colleges and stakeholders to agree a planned sequence of work which both meets the needs of the establishment and seeks to maximise the outcomes and exposure of the ASK programme.
3. Deliver small/ large group sessions/ events on a range of apprenticeship/ careers-related topics as required with schools and colleges, these will be both face to face and virtual delivery.

4. Take a proactive and highly visible approach to developing working relationships with schools/ colleges and other professionals both internal and external to maximise the reach of the ASK programme, agreeing priorities and reviewing arrangements.
5. Effectively manage a caseload of schools to ensure that individual and contract KPIs are achieved in a timely manner.
6. 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 GDPR legislation.
7. Attend events as required and plan and deliver programmes of work which successfully involve parents/carers so that they are able to contribute to and support the progression of their child into learning and work.
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.

## Scope:

ASK advisers will be allocated a geographical area of London as their primary delivery area, they will manage local relationships with schools within this agreeing and delivering planned work activities. This will involve travelling to schools across their area with some events taking place outside of normal office hours, occasionally, delivery beyond the assigned geographical area will be required as per contract need. However, there will be significant scope for home working when it comes to administration and any remote delivery.

## **Person Specification:**

### **Knowledge**

#### Essential:

- » In depth knowledge of the local labour market, in particular apprenticeship opportunities and pathways
- » Have a detailed knowledge and understanding of wider education, employment, training opportunities that are available for young people
- » Understanding of working with young people and their careers aspirations
- » Demonstrate an up-to-date knowledge of legislation and statutory requirements of working with young people
- » An understanding of and a commitment to, equality of opportunity for all
- » Demonstrate professional commitment to children's rights, equal opportunities and diversity

#### Desirable:

- » Knowledge and understanding of the secondary school landscape and the potential challenges of delivery in this sector
- » Detailed knowledge of relevant developments in Careers Education, information, advice & Guidance
- » Knowledge of using digital & social media in a workplace environment
- » Knowledge of evaluation methods and how to measure impact of activities

### **Experience**

#### Essential:

- » Will have worked with young people preferably in a school or college setting
- » Experience of delivering high impact presentations and workshops to small and large groups including tailoring these appropriate to the audience
- » Will have worked in a collaborative team setting and built/maintained effective relationships with key stakeholders
- » Effective experience of managing caseloads and priorities
- » Will have experience in careers information, advice and guidance 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
- » Demonstrate persuasive and influencing skills to encourage stakeholders to participate in a programme

- » Demonstrate collaborative working as part of a team
- » Show excellent organisational skills to include time management of own work and management of a caseload
- » Ability to meet deadlines and achieve targets and implement contingency plans where necessary
- » Excellent IT skills including all Microsoft Office software and social media
- » 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

**Competency Band:** 4

**Key competencies for the role:**

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Works with others to provide a reliable, efficient service to internal and external clients/learners	Responds effectively to both changing circumstances and to people with different perspectives
<b>Integrity</b> – supporting and building trust	Delivers on their responsibilities and can usually be relied upon to do what they say they will do	Demonstrates an open, unbiased approach and is willing to learn from others
<b>Accountability</b> – delivering and improving	Recognises when services are not being delivered to the required level of quality and takes appropriate action	Considers and suggests ideas for improvements to deliver results, sharing this feedback with others in a constructive manner
<b>Collaboration</b> – engaging and partnering	Display enthusiasm around goals, adopting a positive approach when interacting with internal and external stakeholders	Understand how their own behaviour contributes to the sharing of knowledge and ideas

**Job Family:** Careers Advisers

***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.