

Job Description

Job Title:	Careers Consultant, Inspiring Careers
Group:	Employability and Careers
Dept/Project/Service:	This is an ad hoc post based on variable hours across the year
Reports to:	Contract Manager
Responsible for:	None
Usual office base:	Area Based
Grade:	Employability and Careers Grade 2

Job Purpose:

Providing guidance and support to learning providers who require careers consultancy as a stand alone service or as part of the Quality in Careers Standard.

Job Objectives:

1. Take a proactive and highly visible approach to developing working relationships with schools, colleges and other stakeholders, including providing feedback, agreeing priorities and reviewing arrangements.
2. Deliver bespoke consultancy to individual schools and colleges related to CEIAG.
3. Provide expertise in relation to statutory guidance and The Gatsby Benchmarks.
4. To deliver training to Learning Providers related to CEIAG.
5. Lead, plan and organise all activities relating to the Quality in Careers Standard. Liaise with Lead assessor and other consultants in a collaborative manner.

6. Prepare reports and feedback to learning providers and input check and assess evidence to make impartial and informed judgements.
7. 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.
8. Promote diversity and equality of opportunity as part of delivering effective information advice and guidance.

Scope:

This job description needs to be considered in the context of a developing and evolving service and therefore the duties described above will need to be adapted to meet the needs of the service. Able to work flexible hours when required.

Person Specification:

Knowledge

Essential:

- » Will have L6 or above careers qualification
- » Detailed knowledge of relevant developments in CEIAG and ability to apply in a wider context
- » In-depth knowledge of schools/college curriculum, Gatsby Benchmarks and statutory guidance requirements
- » Detailed knowledge of careers quality systems, evaluation methods and how to measure impact of activities
- » Thorough knowledge of CEIAG curriculum and information resources
- » In-depth understanding of careers and the relevant education, employment and training pathways
- » An understanding of and a commitment to equality of opportunity for all

Desirable

- » Assessor qualification
- » Knowledge of the Quality in Careers Standard

Experience

Essential:

- » Will have worked collaboratively in a team setting and built/maintained effective relationships
- » Will have experience of delivering CEIAG and/or CEIAG consultancy in a school/college setting including forming and maintaining excellent stakeholder relations

Desirable

- » Careers Consultancy supporting schools and colleges to achieve the Quality in Careers Standard and/or relevant assessment experience
- » Will have delivered careers education training to education professionals

Skills

Essential:

- » Excellent interpersonal skills to develop and maintain effective working relationships with schools, colleges and key stakeholders
- » Excellent communication skills including written, verbal and presentation skills
- » Work collaboratively as part of a team
- » Excellent organisational skills to include prioritisation of own work and projects
- » Ability to meet deadlines and implement contingency plans where necessary
- » Accuracy and attention to detail
- » 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

Competency Band: 3

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Seeks to understand how the services, activities and strategies in their area work together to create value for the learner and client	Seeks opportunities to initiate and try out new ideas and actions in the business

Integrity – supporting and building trust	Creates a positive environment in the team by being open, honest and thoughtful when communicating	Delivers on their responsibilities and admits when they do not know the answer or have the information
Accountability – delivering and improving	Understands EdDevTrust’s Business environment and delivers a high quality service in line with commercial objectives	Encourages an awareness of cost with colleagues, using clear examples how to measure cost effective outcomes
Collaboration – engaging and partnering	Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests	Communicates effectively and appropriately, actively engaging others to support goals and activities

Job Family: Careers Adviser

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.

Version Control	
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