

Job Description

Job Title:	Careers Adviser (L6 Qualified)
Group:	UK Skills (Futures)
Reports to:	Contract Manager
Responsible for:	N/a
Usual office base:	Area Based – Cambridgeshire / Peterborough
Grade:	Careers Grade 3

Job Purpose:

Provide careers advice, guidance and support with an apprenticeship focus to individuals and groups of young people at risk of becoming NEET across multiple schools and a cohort of existing NEET young people referred to the programme.

Job Objectives:

1. Produce tailored careers information, advice and guidance to meet the needs of young people, including vulnerable groups especially young people at risk of becoming NEET or currently NEET and those with special educational needs and disabilities (SEND).
2. Equip young people with the skills, knowledge, and confidence needed to successfully secure apprenticeships through group sessions, interview preparation, assessment centre practice, and follow-up guidance.
3. Produce action plans and record information (including intended and actual destinations) where appropriate.
4. Plan and deliver small/large group sessions/events on a range of careers-related topics as required.

5. 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.
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 Data Protection legislation.
7. Where appropriate plan and deliver parent/carer webinars enabling them to support their young people into learning and work.
8. Work with colleagues and partner agencies including schools, colleges, and independent training providers to plan and implement appropriate strategies. Maintain contact with clients in order that they enter and successfully sustain their learning.
9. 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.
10. Promote diversity and equality of opportunity as part of delivering effective information, advice and guidance.
11. Be responsible for adhering to both local and the Corporate Safeguarding policies and procedures aimed at promoting and safeguarding and 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:

- L6 Careers Guidance qualification
- An understanding of, and commitment to, equality of opportunity for all
- Knowledge of the local labour market and issues relating to learning and employment, in particular apprenticeship opportunities and pathways
- Demonstrate an up-to-date knowledge of legislation and statutory requirements of working with young people
- Detailed knowledge of relevant developments in Careers Education, Information, Advice and Guidance

- 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 and 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 and Guidance
- Knowledge of evaluation methods and how to measure impact of activities

Experience

Essential:

- Experience of working with young people, preferably in a school setting
- Evidence of having worked in a collaborative team setting and of building/maintaining effective relationships
- Demonstrable experience of CIAG in any setting

Skills

Essential:

- Effective communication skills, including written and verbal, and able to relate to a wide range of people and organisations
- Ability to work collaboratively as part of a team
- Excellent organisational skills, 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
- A flexible approach to work activities, including travel as required to meet business objectives
- An open mind and positive attitude to work and colleagues

Our Values



EDT 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 & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT 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.



