



# Working for Education Development Trust

Transforming lives by improving education around the world

The role of a trainee careers adviser

## Welcome

I am absolutely delighted you're considering joining the Careers team at Education Development Trust.

We have a long history of delivering outstanding careers guidance services across the UK, and Education Development Trust has been improving education around the world since 1968.



We work with schools and colleges to develop a stable careers programme that addresses each student's needs and help them in the transition between school and further education or employment.

In addition, our careers services empower adults to make informed decisions about learning and career pathways. We offer impartial information, advice and guidance to provide people the tools required to fulfil their potential, no matter what their background or situation in life is.

We also help our customers overcome barriers and feel more confident in making decisions regarding their careers... to us, the most rewarding experience is knowing our work has made a positive difference in people's lives, in their family and their local community.

Our services are diverse and designed to suit client need and context; however, what remains constant is our organisation-wide commitment to our mission and values: Integrity, Excellence, Collaboration and Accountability.

You'll read the word '*commitment*' over and over again throughout this document. That's because we work daily to make a positive impact. Our commitment to excellence is present in everything we do, from delivering a careers session, to gathering labour market information and making strategic decisions: we live and breathe our organisational values in all we do.

So if you, like us, are committed to excellence and want to work alongside people with those values, this is the place for you.

I look forward to hearing from you soon.



**Director, Careers**  
**Education Development Trust**

## Who we are and what we do

Education Development Trust is a not-for-profit organisation that transforms lives around the world. We deliver expert careers and employability services, working with clients to effect and embed sustainable change for over 50 years.

Our specialist knowledge and our active programme of respected and authoritative research means we design and deliver effective, far-reaching solutions which are evidence-informed. We can be called upon for rapid strategic evaluation and insights through to designing and delivering longer term programmes which embed improved practices across a region or country – operating at scale with highly contextualised solutions.

On the right, you'll be able to find an overview of what we do.

### 1. Improve school systems at scale

We help policymakers to make high impact policy choices to deliver improved learning outcomes; we ensure sufficient emphasis is placed on developing the systems, cultures, behaviours and institutions needed for sustained improvement. We have particular expertise relating to five key dimensions of education reform:

- System change
- Accountability
- Teacher development
- Leadership development
- School-to-school collaboration

### 2. Provide employability and careers services

We have been a leading careers service provider in the UK for over 20 years and have a successful track record of managing programmes delivering careers, employment and skills support. Bridging the gap between education, training and employment is key to our mission of transforming lives around the world.

### 3. Conduct education research

We investigate 'what works' in the field of school improvement. Our research supports practitioners and informs policymakers around the world. All our research is available and free to download from our website.



## Employability and careers service

We have been a leading careers service provider in the UK for over 20 years and have a successful track record of managing programmes delivering careers, employment and skills support. Bridging the gap between education, training and employment is key to our mission of transforming lives around the world.

We work with national and local funders to deliver high quality careers support to young people and adults. We adopt a joined-up approach with local stakeholders to develop our work, from linking up with employers, schools and colleges to nurturing key strategic relationships with local authorities, local enterprise partnerships (LEPs) and other partner organisations.

Our work delivering the National Careers Service requires combining our extensive professional knowledge and experience with up-to-date technology and Labour Market Information to deliver highly contextualised advice and guidance that maximise our impact for our customers. We deliver the National Careers Service in the North East, Yorkshire and the Humber, the South East and South West, and provide world-class careers advice and guidance to more than 100,000 adults annually in a range of community settings.

We help our customers realise their potential, helping them identify and improve their strengths and skills through learning opportunities, supporting them in the management of their available career opportunities and guiding them to achieve positive work and learning outcomes.

## We are proud of our impact

**3,000+**

hours of CPD undertaken by our staff in 2018

**2.9 million**

our social media reach in 2018.

Ofsted noted our use of social media to attract customers as a 'key strength'

**3,000+**

organisations collaborated with across England to deliver the best possible outcomes to our customers

**98%**

of customers would recommend the National Careers Service to a friend

**200+**

organisations receive our LMI bulletins

**60+**

opportunities for training and CPD were offered to our staff in 2018

**40,000 +**

job or learning outcomes secured for our customers



## Our values

### Excellence

In learning outcomes, our people and our solutions

### Accountability

Through rigorous and transparent assessment of our performance

### Integrity

In the way we build trust and bring purpose to our work

### Collaboration

By working together across teams and in partnership with clients and customers to build capacity

## Working with us

At Education Development Trust, we have commercial contracts with a wide range of organisations including government departments, schools, local authorities. It is therefore key for us to tailor our service to the needs of our partners and organisational clients and our customers' objectives!

Each of our contracts require a specific service. From providing support and guidance for students considering their options, to guiding adults in their next career steps, or helping schools achieve the Gatsby benchmarks, we work hard to fulfil these requirements and deliver high quality information, advice and guidance (IAG). Considering labour market information, facilitating employer engagement, and exploring customers' passions and personalities are just some of the tools we use to accomplish this.


Our organisation is expanding and we're looking for Trainee Careers Advisers that are committed to making a positive impact in their local communities and that want to pursue a career helping others find their passion.

We'll give you the freedom to work independently, managing your own diary across different locations, within an environment that supports an exceptional team working with target driven careers advisers. We'll be there to support you throughout your career at Education Development Trust, starting with a comprehensive induction period where you'll gain skills to support your delivery of IAG.

We want every single member of staff to feel part of a family and to feel appreciated. We are committed to improving the quality of life for our staff, supporting them with family-friendly policies and ongoing learning opportunities that everyone can access to develop their skills.

As a Trainee Careers Adviser, you will undertake a 12-month L4 qualification in Careers Advice and Guidance, provided by us. This will allow you to improve your skills and develop your knowledge of IAG to help further your career.

Please note that due to the nature of the role, you will need to have a full driving license and access to a vehicle for business purposes.



## What our trainee careers advisers say

We asked two of our Trainee Careers Advisers about their experience working for Education Development Trust, how they got interested in the field and what a typical day looks like for them. Here's what they said:

### Luke, trainee careers adviser

#### Why Education Development Trust?

I chose Education Development Trust because their purpose and values resonated with me. Having worked for many years as a Primary School Teacher, I was attracted to Education Development Trust because they are passionate about the power of education and its ability to **transform lives**. In addition, I was enticed by their charity status and how they invest in **educational research**.



#### How did you get interested in careers guidance?

Surprisingly, I only gained interest following my own 1-2-1 appointment with a careers adviser when seeking alternative employment following five years as a teacher. The adviser was incredibly passionate about her role and I left the appointment with some **great advice and guidance** at a time that I felt a little lost. It was following that appointment that I realised I could still get the feeling I was making a **positive contribution** to society without staying in teaching. I too wanted to offer help to those that need it.

#### What's a typical day like?

My typical day involves travelling to my place of delivery which can range from job centres to community venues. I typically arrive well ahead of my appointments to read notes attached to each of my appointments so I can start to gather resources that may be of interest and bookmark websites I may need to signpost. I'll also check and reply to e-mails. The rest of my day is usually made up of hour long 1-2-1 appointments with a range of customers with varying needs. Following the days' appointments, I will make sure all my paperwork has been completed and uploaded accordingly and I'll have one final check of my e-mails and a glance over what my day looks like the following day.

#### What are the benefits of working for Education Development Trust?

The staff have been what I've appreciated the most. They have all been incredibly **welcoming, friendly and approachable**. No request or enquiry has been too big or too small. In addition, it's a little daunting stepping foot into a completely different career, however the **thorough induction programme** has been helpful in gradually and systematically guiding me into the role rather than throwing me in the deep end. Furthermore, the holiday entitlement and **flexible working arrangements** are also excellent benefits.

#### What skills have you gained?

It may be a little early to say, but I feel that I am more empathetic and understanding towards those facing particularly troubled times. Also, due to the varied delivery areas and customers I speak with daily I feel I am becoming more adaptable to any situation presented.

## Briony, trainee careers adviser

### Why Education Development Trust?

I was at a crossroads with my own career and I was looking for a role that truly reflected my personality, experience and expertise. I was attracted to work for Education Development Trust because they offered me a role where I felt I'd be able to **give something back to the community** and that it would be the right career step to become a professional in a specialist sector.



I've always had an interest in **learning and development**, but I hadn't had the opportunity to **develop my skills** in a job in the careers sector.

I felt that Education Development Trust could support and nurture me as an individual to **achieve my own career and learning goals**. I believe they're prepared to help me grow as a Trainee Careers Adviser. I've worked for many organisations that don't offer the same support as Education Development Trust.

### How did you get interested in careers guidance?

Whilst working for a construction organisation, I supported the Learning & Development Manager in Corporate Social Responsibility, which involved attending schools to give employability talks. After that, I applied to become a STEM Ambassador with RTC North to volunteer and mentor young adults at North East Futures UTC and I realised that I wanted to progress into a career within this environment.

### What's a typical day like?

No day is the same, it's varied and extremely busy all the time: we work in the communities in different job centres so we get loads of referrals for 1-2-1 appointments as well as group workshops. The days vary depending on the customer you see! It's target driven environment, which is the hardest part, but there are loads of **business development opportunities** to build a caseload, which is what I've enjoyed the most.

### What are the benefits of working for Education Development Trust?

The **flexibility** and the ability to work autonomously. You're in charge of your own diary and are responsible for your own time, so it's like being self-employed, but you're not, because the organisation supports you with loads of training. So if you love to learn, this is the perfect company for you!

### What skills have you gained?

I'm still figuring this out! We get to train so we can learn to **communicate effectively** with different people. The training department is great. I'm about to undertake a Creative Careers training course, which is psychology counselling and goal-setting based, so I'm looking forward to that opportunity!

## What to do next?

Submit your application via the Education Development Trust website.



If your application is successful, you'll be invited to one of our regular assessment days, where you will take part in a range of group-based activities. You'll be able to meet the team and get an overview of us as an employer.



If everything goes well, for the final step of the process you'll attend an interview with one of the Area Managers.

## Get in touch

[recruitment@educationdevelopmenttrust.com](mailto:recruitment@educationdevelopmenttrust.com)

[educationdevelopmenttrust.com](http://educationdevelopmenttrust.com)



[@Education Development Trust](https://twitter.com/EducationDevelopmentTrust)  
[@Education Development TrustJobs](https://twitter.com/EducationDevelopmentTrustJobs)



[@NationalCareers](https://twitter.com/NationalCareers)



[Education Development Trust](https://www.linkedin.com/company/education-development-trust)



[@NationalCareersService](https://www.facebook.com/NationalCareersService)

