



Working for Education Development Trust

Transforming lives by improving education around the world

The role of a qualified 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 Qualified 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.

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 qualified careers advisers say

We asked two of our Qualified 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:

Tamsyn, teledigital team

Why Education Development Trust?

Every day I am inspired that the work we do not only supports individuals and organisations here in the UK, but it also **transforms lives** by improving education around the world. Education Development Trust is a fantastic employer in offering **exceptional job satisfaction** and the opportunity to **work flexibly** to achieve a good work/life balance.



For how long have you been working with Education Development Trust?

Since October 2001, initially starting as a community careers adviser and for the past two years, I've been in the tele-digital team working with adult customers.

What's a typical day like?

A typical day can be quite varied – which I love! On Mondays, Wednesdays and Fridays I work with adult customers who have booked IAG appointments over the phone and on Tuesdays and Thursdays I work with young people in schools.

The appointments range from **offering career guidance**; identifying skills, experience and qualifications customers wish to enhance; **support to find a job** including advice on the different stages of a job hunt; how to **improve interview techniques** and writing an effective CV.

The work I do within schools is just as varied: I work closely with career leads within the schools to offer **effective and timely careers information advice and guidance** to young people to adhere to Gatsby benchmarks for improving the careers provision in schools.

My work involves delivering presentations and assemblies, having face to face career guidance appointments with students and helping them plan their transition from school to further and higher education or employment.

What are the benefits of working for Education Development Trust?

We are given **trust to plan our days** and delivery to meet contractual requirements the way we see best. The commitment to employees is also evident as the company invests a great deal in our **personal development and training**. I know I can approach my manager to discuss any training needs I feel I have.

Rochelle, North East team

Why Education Development Trust?

I didn't choose the organisation, rather I could say Education Development Trust chose me. I was headhunted by a recruitment agency via LinkedIn and was invited for an interview. I worked on a casual contract as I was unsure if this was the career path for me and few months later, I started to work here permanently.



How did you get interested in Careers Guidance?

I just fell into it. In fact, before starting this job I didn't know that there was a role called careers adviser but a few days into the job, I realised that I had the ability to **empower individuals to fulfil their potential**, supporting them **overcome barriers** to progression and explore career opportunities, which I find is very rewarding.

It's about raising aspirations or exploring options and **inspiring** those without any aspirations to take that next step. Every time we explore, I learn as well!

What's a typical day like?

There is nothing called a typical day in the life of a careers adviser. I just love not knowing who will sit down next, what they will tell me and what support they'll need! Everyone's story is different. My day could include a combination of one to one appointments, group workshops, networking and business development activities, labour market information activities, progression tracking and administrative tasks.

What are the benefits of working for Education Development Trust?

I love the **variety** in my job as well as the **autonomy** it allows - I'm part of a bigger team, but also have my own partnerships, projects and workload giving me opportunity to shape my work to fit the needs of my customers and the partnerships I work with. The knowledge-sharing and the need to constantly adapt and develop are two aspects of this practice which I find invaluable.

There are a range of **personal and professional development** opportunities.

Education Development Trust takes care of its employees and being able to reach out to even the senior management team when needed is not something every organisation out there can take pride in. I appreciate the company's **flexible working policy** which is important for me as I can balance my work and family life.

What skills have you gained?

I am now a qualified careers advisor and have developed a range of **skills and knowledge** through this role including understanding of welfare to work (I was totally oblivious to the out-of-work benefit system before I started), understanding of HE/FE, solutions focused interviewing skills, **career management** tools and labour market information.

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

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)

