



## **Associate National Careers Service Advisers for Bucks**

We are looking for qualified, self-employed Careers Advisers, preferably with some experience of adult work who would like to join our Associate Register of careers professionals.

We can provide ad-hoc work across, Bucks mainly in job centres and other community venues. The role of an Associate will be to represent Adviza by providing impartial careers information, advice and guidance in a job centre or other Community setting.

We ask all our associates to be qualified to at least QCF level 4 in Careers Guidance, they will also need to complete an Enhanced DBS check and hold relevant insurance.

Our rates of pay are competitive.

We are looking for applicants with:

- Knowledge of careers information, advice and guidance; including Levels 4 and 6 in Careers Guidance qualifications
- Some experience of working with unemployed adults
- Experience of writing CVs and writing action plans in a 1-2-1 session
- Experience of working remotely in Job Centres and other community venues
- Good interpersonal skills with the ability to build networks and influence others
- Some experience of delivering group activities would be desirable

If you are interested in applying for one of our roles then you can find out more by clicking here <http://www.adviza.org.uk/about-us/work-for-us/>

For an informal conversation regarding opportunities please speak to Sandra Reynolds 07415 240695

Job Type: Associate

Salary: £180.00 /day