

**JOB DESCRIPTION**  
**Careers Adviser/Careers Coaches (Generic)**

<b>JOB TITLE: Careers Adviser/Coach</b>	<b>Grade and Salary:</b> <b>Qualified:</b> D grade <b>Part Qualified:</b> C grade <b>Trainee:</b> C grade
<b>REPORTS TO: Team Leader</b>	
<p><b>Everyone in Adviza works to make a positive difference for all young people and adults so that they have the best possible chance to progress successfully in learning and work. Our vision is for all young people and adults to make better decisions that help them to progress in learning and work and achieve their full potential.</b></p>	
<p><b>JOB PURPOSE:</b></p>	
<p>Engage with young people and adults to understand their needs and support them to achieve their goals. To Champion equality, accessibility and simplicity for all young people and adults and work creatively with partners to break down barriers to achievement.        Careers Advisers will work either in or across the education and community teams (or from within a partner agency).</p>	
<p><b>MAIN DUTIES AND RESPONSIBILITIES:</b></p>	
<p>To provide information, advice and guidance to help people make realistic choices about their education, training and work. Dealing with a range of people, from school age children up to adults who may want a career change or need help with further training.</p> <p>A fully qualified Careers Adviser will be expected to perform the duties outlined below.</p> <ul style="list-style-type: none"> <li>➤ Manage a caseload of young people or adults ensuring that their progress is monitored and that appropriate, timely interventions are delivered.</li> <li>➤</li> <li>➤ Responsible for safeguarding and promoting the welfare of young people and adults.</li> <li>➤</li> <li>➤ Engage with young people to identify barriers to their progression using appropriate diagnostic processes and assessment tools.</li> <li>➤ Develop and maintain effective relationships with a caseload of young people and adults, using a variety of methods such as 1:1 and group activities, and via social media.</li> <li>➤ Develop presentation, research and planning skills in working with groups of all sizes in educational and/or community settings</li> <li>➤ Assist young people and adults with transition by contributing to personal action plans and in some cases Education Health Care Plans. Act as a personal advocate where a young person is prevented from accessing opportunities or progressing due to personal/social barriers.</li> </ul>	

- Work with partner agencies to develop an effective, multi-agency approach to meet the needs of young people and adults. Develop and maintain an understanding of the role and work of external agencies, service providers, employers and training providers.
- Develop and review with partners a range of approaches and motivational programmes to engage young people and adults who are not in Employment, Education of Training (NEET).
- Develop and review with partners to support young people within an education setting to aspire and achieve.
- Contribute to the effective running of the service by managing information. This will include sharing information appropriately and in line with the Data Protection Act, maintaining accurate records promptly and undertaking interventionist tracking.
- Ensure that young people are contacted according to Department of Education (DfE) requirements to ensure that current destinations are confirmed and that NEET targets are achieved.
- Develop and maintain a full understanding of government initiatives to help young people (aged 13-19) to make informed choices on the range of learning and employment opportunities available to them.
- Develop and maintain an understanding of the local labour market and employment opportunities that will enable the provision of quality advice and guidance. Collect and interpret labour market information.
- If not fully qualified undertake a programme of study to achieve the QCF Level 6 in Career Guidance and Development.
- Develop and maintain personal and professional effectiveness by participation in performance review processes/observation of professional practice and by attending relevant working groups, training and support activities.
- Achieve both qualitative and quantitative targets as set out by contract manager including providing evidence through case studies and client feedback.
- Undertake such other operational duties as may be required from time to time as directed by the Team Leader.
- As well as undertaking all of the above tasks Careers Advisers will be expected to:
  - act as a mentor to part qualified and trainee staff
  - contribute to school and college careers education programmes
  - work with partner agencies (e.g. Youth Offending, Leaving Care, FE providers and Mental Health services)
  - Undertake operational activities to promote and deliver Adviza costed services such as parent's evenings, workshops delivery and attending promotional events.
  - Be commercially aware in line with Adviza's business objectives. Identifying opportunities to grow the business and deliver on Adviza's retail offer.

**SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)**

Number of employees	None
Managed/supervised (directly)	
Number of FTE (Full time	None
Equivalents) employees	
Managed/supervised	
Budgetary control	None

**PERSON SPECIFICATION  
Careers Adviser (Generic)**

<b>JOB TITLE: Careers Adviser</b>	<b>Grade and Salary:</b> <b>Qualified:</b> D grade <b>Part Qualified:</b> C grade <b>Trainee:</b> C grade
<b>REPORTS TO: Team Leader</b>	
<p><b>Knowledge/Qualifications:</b> (including professional body qualifications, training or specialised knowledge) – What does the post holder need to know in order to be able to carry out the role to the level required?</p> <p>Those classified by the company as Trainee Careers Advisers will be supported towards meeting these whilst training to obtain their Professional qualification(s) in Career Guidance and Development.</p> <p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Level 3 qualification (A level, BTEC, NVQ level 3 or equivalent).</li> <li>• Significant experience of working with young people or adults in either a paid or voluntary capacity</li> <li>• Appreciation of the key issues which affect young people or adults</li> <li>• Good awareness of local knowledge of educational and employment provision</li> </ul> <p><b>DESIRABLE</b></p> <p>Relevant careers qualification such as QCF level 6 Careers Guidance and Development, NVQ level 4 in Advice &amp; Guidance/LDSS PLUS QCF Level 6 Units 2, 3 &amp; 6 or Dip. C.G/QCG.</p> <ul style="list-style-type: none"> <li>• Good knowledge of barriers faced by young people and adults</li> <li>• Good knowledge of the wide range of educational and employment/training opportunities available to young people</li> <li>• Good knowledge of other voluntary and statutory agencies who work with young people.</li> <li>• Good knowledge and understanding of data sharing legislation</li> <li>• Good understanding of commonly used assessments (Transition Reviews, EHCP)</li> </ul>	
<p><b>Skills, Qualities and Experience</b></p> <p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people/adults in either a paid or voluntary capacity</li> <li>• Good interpersonal skills and the ability to communicate effectively with a range of individuals, groups and organisations</li> <li>• Ability to relate to and build effective working relationships with young people/adults from a variety of backgrounds</li> <li>• Ability to work effectively in a team</li> <li>• Ability to adapt to change, work flexibly and with minimal supervision</li> </ul>	

- Ability to use information technology effectively
- Problem solving skills
- Ability to manage a caseload and to meet targets and deadlines
- Excellent time management and organisational skills
- Enthusiastic about working for young people and champion for them
- Ability to work innovatively and identify opportunities for business growth
- Ability to negotiate, influence and make sales in line with Adviza's retail offer
- Commitment and energy to deliver a high quality service
- Share with Adviza the commitment to safeguarding and promoting the welfare of children and young people and adults.

#### **DESIRABLE**

- Experience of managing a caseload and meeting targets and deadlines
- Experience of negotiating with a range of partners at all levels including Head Teachers
- Experience of negotiating and producing partnership agreements with education establishments and or other partner agencies
- Experience of contributing to a variety of personal assessment tools and Transition Reviews
- Excellent ability to prioritise tasks and work under pressure as required
- Experienced in reflective practice
- Experience of delivering group works and presentations.
- Proven ability to write action plans and assessments
- Commitment to continuous improvement and to undertake appropriate qualifications and training as required

#### **Special Factors:**

- Prepared work flexible hours including some evenings and Saturdays
- Ideally should hold a driving licence and have access to a car.  
Alternatively, must be willing to travel via public transport across the Thames Valley area.