



## **NATIONAL CAREERS SERVICE VACANCY**

### **HEAD OF NATIONAL CAREERS SERVICE (Regional Manager Bristol, Gloucester and South West England)**

**Salary Range: Start - £43,474, Mid - £45,569, Top - £50,837**

**Full time: 37 Hours per week, Monday to Friday**

**Location: to be agreed**

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## **Could you help us to help people?**

### **Why we need you**

Here at Adviza our National Careers Service contract is already our biggest service delivery work stream and the economic impact of the COVID-19 pandemic means demand for our careers advice and support service is increasing rapidly.

These unprecedented circumstances have forced many people to alter their career and life plans, so our mission of inspiring people to make better decisions that help them progress in learning and work has never been more relevant.

Our current Head of National Careers Service is leaving us to explore pastures new and we now need to find someone with the drive, passion and commitment to seamlessly fill the gap and ensure our continued high performance on this key contract.

As a member of our Senior Leadership Team, you will work directly to our Head of Delivery and will have direct responsibility for leading, improving and developing our National Careers Service performance across our whole geography. As a small, but perfectly formed, organisation we also need our senior managers to be "all-rounders" who can lead regional teams working on the full range of Adviza projects and work streams when necessary.

We are keen to hear from candidates with a strong track record of working with a wide range of stakeholders, leading large remote teams, setting and monitoring challenging targets, analysing and accurately reporting on performance and providing effective performance management across a wide geographical base. If you are IAG qualified all the better – but for us it's more important that we recruit the right attitude rather than the right qualifications.

### **Where will you work?**

We are very open to home working, however all of our delivery roles can require significant travel: so you may be required to visit a variety of venues and are unlikely to be office based. We generally expect to hire candidates who live within a 10-mile radius of the locations they will work in, and travel in that radius will be part of your daily commute. We cover travel expenses when we ask you to work outside of your assigned geographical base.

Weekly Senior Leadership Team meetings are held virtually, as are many other meetings, to minimise the need for travel whenever we can.

### **Why work for Adviza?**

In this role you'll have an opportunity to make a positive impact for our customers and our teams internally, inspiring them to succeed and thus make a greater difference to our communities.

And as you'd expect from a people charity, we look after our own: our commitment to our employees has recently resulted in Adviza being awarded the Investor in People Established (Silver) status.

We recognise the importance of work/life balance and as such provide a wide variety of flexible working options. We also offer a competitive benefits plan including pension, and holidays of 25 days, rising to 30 days after 5 years.

### **Interested?**

If you have the right combination of qualifications, outlook and experience, please send your CV with a covering statement explaining why you think you have what it takes to join our team, to: [recruitment@adviza.org.uk](mailto:recruitment@adviza.org.uk)

For an informal chat about the role please email our Head of Delivery, Maninder Hayre [maninderhayre@adviza.org.uk](mailto:maninderhayre@adviza.org.uk)

To find out more about our qualifications requirements and other essential criteria click here for our job descriptions and person specifications <https://www.adviza.org.uk/about-us/work-for-us/>

The closing date for applications is 12pm on **Monday 9<sup>th</sup> November 2020**. As part of our selection process we may contact you by telephone to find out more about you, so when you apply please ensure you include the best telephone number to contact you on. We expect to hold interviews for those shortlisted in the week commencing **23<sup>rd</sup> November 2020**.

**GROW YOUR CAREERS ADVISER CAREER WITH ADVIZA**