

JOB DESCRIPTION
Senior Careers Adviser

JOB TITLE: Senior Careers Adviser	GRADE: D+
DEPT: Delivery	Hours: 1 FTE Location: Field Based
REPORTS TO: Team Leader	

Adviza is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB PURPOSE
<ul style="list-style-type: none"> • The post holder will lead a geographically based team delivering the Adviza Service in schools • The post holder will take responsibility for the day to day line management of the team • The post holder will provide a first point of escalation for advice, issues and concerns. • The post holder will support the Team Leader on the allocation of local resources and support of all front-line staff delivering Adviza's service in schools. • To proactively promote Adviza and its services with key local partners in order to seek new business opportunities in line with Adviza strategic priorities.
MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> ➤ To deliver the Adviza service that achieves key targets and objectives identified in Adviza's business plan and the local delivery plan. ➤ Be accountable for the quality of the services delivered to young people in their geographic cluster. ➤ Support the day-to-day arrangements for delivering an Adviza service in schools. ➤ Ensure that all front-line staff receive appropriate communications, understand the standards of work expected of them and are ambassadors for the service. ➤ Lead, coach and support a team of staff, in their personal development that improves their individual practice and the quality of the service as a whole. ➤ To undertake a client caseload either in the community or in an education setting. ➤ Undertake monthly supervision sessions with staff "and observations of professional practice" to motivate, monitor performance and encourage them to improve the quality of delivery to young people and stakeholders. ➤ Ensure that all staff record information on clients in a timely and accurately manner onto the central data information system/s ➤ Organise cluster meetings, buddying and other activities to reduce the isolation of individual advisers.

Number of employees supervised:

Up to 6

**PERSON SPECIFICATION
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KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, TRAINING AND EXPERIENCE	<p>Holds a level 4 professional qualification in Careers Work</p> <p>Experience of supporting and coaching staff to improve performance.</p> <p>Experience of working with a range of young people in a variety of education settings (eg. Schools, Colleges, PRUs).</p>	<p>QCF L6 in Career Development</p> <p>Experience in creating organisational and cultural change.</p> <p>Experience supervising and leading a team of people.</p> <p>Experience of supervising and leading staff who are remotely based.</p> <p>A qualification in supervision, coaching or mentoring.</p>
COMPETENCE SUMMARY (Knowledge, skills and abilities.)	<p>The ability to identify a problem, present a solution and to implement the outcome.</p> <p>The ability to implement policy and procedural changes by gaining commitment from team members and ensuring they are adhered to.</p> <p>Excellent interpersonal, presentation and communication skills.</p> <p>Excellent organisational skills, including the ability to balance competing priorities and meet agreed deadlines.</p> <p>Ability to think creatively and adopt innovative ways of working in order to be an effective agent of change.</p>	<p>Knowledge and ability to use and update various client databases.</p> <p>Ability to use Microsoft Word, Excel, PowerPoint.</p> <p>Knowledge of policy developments in relation to careers work at a local and national level.</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
WORK-RELATED PERSONAL REQUIREMENTS	<p>Enthusiasm and determination for leading a team of people.</p> <p>A team worker who is keen to lead by example.</p> <p>Committed to staff development and continued learning.</p> <p>A flexible working approach.</p> <p>Commitment to quality and continuous improvement.</p>	<p>Ability to maintain a positive attitude within politically sensitive areas.</p>

SPECIAL FACTORS
<ul style="list-style-type: none"> • Must be prepared to travel mainly within geographical delivery area and occasionally nationally and regionally. • Prepared to occasionally work out of office hours in order to respond to demands of the role. • Share with Adviza, the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.