

Position: - Careers Advisor

Job Title:	Careers Advisor
Hours:	Full time hours
Contract Type:	Permanent/Temporary
Salary:	Up to £35,000 depending on qualification and experience
Responsible to:	Senior Leadership/Senior Management Team

Job Description:

We are looking to employ a Careers Adviser who can impart impartial job, training and study-related advice in order to help clients make decisions about their future and reach their full potential.

You may cover issues such as:

- Options for suitable careers
- How to write a good CV and cover letter
- The job application process
- The current labour market
- Skills development
- Suitable training courses
- Available funding for courses and training.
- You will work with school children over the age of 13 or with adults who may want a career change or need help with further training.
- Work can be carried out through face-to-face individual consultations or group work. Alternatively, you may engage with clients via email, online chat, social media or telephone.

General Main Duties and Responsibilities:

As a careers advisor, you'll need to:

- Interview people one-to-one or in small groups to discuss their career or education options
- Listen to their ideas and career aims
- Identify skills gaps and how to deal with them
- Help clients identify and consider the range of choices available to them and outline possible ways forward
- Help clients develop their own career management skills
- Draw up action plans for employment, education and training and support clients to achieve these goals
- Discuss with clients how to overcome any barriers to reaching their goals and refer them to other agencies for advice where appropriate.
- Researching careers, options and support organisations to meet clients' needs
- Advising clients on how to source relevant training courses or qualifications and what funding might be available
- Providing advice on CV, applications, job hunting and interview techniques
- Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development
- Helping clients to understand the current job market
- Using computer-aided guidance packages, skills assessment tools, career planners, psychometric tests and personal inventories
- Administrative tasks such as report writing and record keeping
- Writing careers literature or sourcing information products from elsewhere for use within the service
- Planning and organising careers fairs and conventions
- Keeping up to date with labour market information, legislation and professional and academic developments by visiting employers, training providers and training events run by educational

- and professional bodies
- Managing a caseload of clients.
- You may work in a variety of locations including schools, colleges, community centres, job centres, libraries and housing associations.
- You may have to travel during the day to different places of work and also to meet employers, training providers and professionals from other organisations.

Career Advisor – Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Appropriate and relevant qualification in Careers Advice eg. • DCG, NVQ level 4 in CEG, QCG. • High standard of literacy and numeracy 	<ul style="list-style-type: none"> • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Counselling skills including active listening and a non-judgemental approach • Knowledge of psychology • Knowledge of teaching and the ability to design courses • Customer service skills • Strong communication, observational and listening skills • The ability to motivate and build a rapport with people • A flexible and adaptable approach to work • An empathetic, non-judgmental and ethical approach • The ability to work autonomously and manage your own caseload • Team working skills and the capability to work under pressure • Organisational and problem-solving skills • Familiarity with technology • The ability to build a productive working relationship with your client in a short space of time • An understanding of your own beliefs that may influence your responses • Knowledge of confidentiality • Excellent organisational skills to manage clients and associated paperwork • Networking skills for widening your client base and gaining contacts within the coaching industry. 	<ul style="list-style-type: none"> • Experience of dealing with both young people and adults. • Experience of working in a school or college environment. • Experience of working with a (school) management information system • Ability to support the extra-curricular life of the school including extracurricular activities.
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	

<p>Personal Qualities:</p>	<ul style="list-style-type: none"> • A non-judgmental attitude and the ability to connect with people from diverse backgrounds • The ability to motivate and inspire • Patience and the ability to remain calm in stressful situations • The ability to work well with others • The ability to understand people's reactions • An awareness of the importance of confidentiality and data protection. • Conversant with relevant educational issues and developments within the specific field but also in more general areas. • Be involved in the extra-curricular life of the school. • To abide by the relevant legislation, codes of professional practice, eg the CDI Code of Ethics and school policies. • To abide by all measures to safeguard young people. • To reflect on practice and engage in continuous professional development to further develop the Networking, Consultancy and Advocacy • To refer to specialist services if required to support specific needs of pupils e.g. young people with SEND. • To communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the career guidance programme. • To involve parents and carers, where relevant, in the career guidance programme and support provided skills and knowledge required for professional practice and to keep up to date with developments in the sector. • 	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

Placing People Direct

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