

PERSON SPECIFICATION

Job Title: Careers and Employment Advisor – Schools based
Directorate & Section/Unit: Skills and Investment Team, People Directorate
Reporting to: Careers Hub Manager
Management responsibility for (Level 1 Manager and above): None
Supervisory responsibility for (Level 1 Supervisor): None
Headcount and FTE of staff: 0

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial experience of working with and delivering careers advice to young people within education settings and/or NEET young people looking to re-enter education or employment.
- Proven track record in supporting young people towards positive outcomes.
- Considerable knowledge of the range of educational options available to young people including Higher, Further Education, Apprenticeships and Traineeships.
- Exceptional skills in relationship/partner management and building relationships with young people and education settings
- Considerable understanding of the application in educational settings of the Gatsby Benchmarks

It is **desirable** that the post holder has:

- Demonstrable understanding of the Local Enterprise Partnership working in Worcestershire
- Substantial understanding of the work of the Careers and Enterprise Company
- Significant understanding of the delivery of the career's agenda in Worcestershire
- Significant understanding of the Labour Market of Worcestershire and its needs
- Experience of working with unemployment agencies such as DWP as well as others

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Demonstrable knowledge of the Gatsby Benchmarks
- Significant up to date knowledge of careers planning and relevant legislation within education, skills and FE sector
- Significant experience of presenting information to groups of young people around employability and careers topics.
- Substantial experience of working with young people and understanding of careers education.
- Working knowledge of Equal Opportunities issues and legislation.
- Significant experience of disseminating information, pursuing defined action plans and initiating procedures and providing progress reports in order to meet defined objectives.
- Considerable experience of successful internal and external partnership and team working arrangements
- Proven experience of developing partnership approaches to working with young people between agencies, such as DWP and other stakeholders.
- Experience of working in teams but the ability to work towards positive outcomes out in the field on a lone worker basis.

- Ability to plan, monitor and evaluate own work and caseloads
- Excellent IT skills with experience of email, MS Office Word, PowerPoint, Excel.

It is **desirable** that the post holder has:

- Demonstrable knowledge of Worcestershire's Labour Market Information and the wider skills strategy of the Worcestershire LEP.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Career Guidance Qualifications to Level 6 or be part qualified with the QCG up to Level 4 , or equivalent compensatory experience

It is **desirable** that the post holder has:

- NVQ Level 4 (or equivalent) in any of the following: Advice & Guidance / Youth & Community Work / Social work /Education Welfare / Youth Offending
- Recognised Teaching Qualification

ADDITIONAL INFORMATION:

It is **essential** that the post holder has:

- The ability to travel throughout the county at short notice and where public transport may be limited
- The flexibility to work in different parts of the county
- To be able to attend occasional evening and weekend meetings
- An understanding of the need to work flexibly in delivering partnership developments