



JOB DESCRIPTION

POST TITLE: CAREERS ADVISOR
POST NUMBER: WREQ2079
GRADE: MANAGEMENT SPINE

JOB PURPOSE

Working within Weston College's School Liaison and Careers Team (ASPECT), you will be responsible for providing an effective and responsive careers service across all college campuses.

Playing an integral role in ensuring that the College meets its statutory duty detailed in the National Careers Strategy the post-holder will work with other careers advisers and support the coordination of all elements of the UCAS cycle for all Weston College learners, providing effective and timely information, advice and guidance for learners wishing to apply to University. In addition, you will work closely with all curriculum areas within the College and will therefore play a vital role in ensuring that all college learners are able to progress onto higher level learning and / or into employment.

The post-holder will additionally lead on the delivery element of the College's National Careers Service contract. This will involve providing information, advice and guidance to Adults on a range of opportunities, including learning, career paths and employment.

KEY TASKS AND DUTIES

As post-holder, you will be responsible for the following:

- Counselling college students and National Careers Service clients about their career choices, often through helping them to understand the range of opportunities available to them and how they can relate their own skills, interests, and values to these opportunities. Where required achieve outcome targets based on interventions with customers
- Designing and delivering careers, education, information, advice, and guidance (CEIAG), and career planning through tutorials, workshops, and online.
- Co-coordinate the UCAS application process for the College ensuring timely and high levels of applications.
- Developing effective relationships with academic and support staff in order to develop careers education and generally to raise awareness of the careers support available.



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- Playing a key role in helping the College maintain high retention figures and enabling students to progress onto positive destinations, whether that be further learning, training, or employment.
- Keeping up-to-date on the employment market and with the requirements of employers, including visiting employers and producing reports of visits, and hosting visiting employers.
- Provide information and advice about progression to Higher Education at the same time supporting the University Centre Weston in promoting its own HE provision to potential and current students.
- Contributing to tracking of all CEIAG-related activities and intervention to demonstrate the impact of the service.
- Leading the delivery of key theme weeks related to CEIAG (*e.g.*, National Careers Week), across the College.
- Identifying appropriate resources for CEIAG and ensuring that they are used efficiently, effectively, and safely.
- Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions.
- Liaising effectively with and meeting the information needs and requirements of current learners, prospective learners, and other relevant partners / agencies.
- In conjunction with the wider team and the College's Marketing Department, delivering an annual plan of activities which raises the profile of careers advice and guidance.
- Representing the College at promotional events / activities and to support collegiate events, including open evenings, community events, and welcome days. This will include some weekday evenings.

GENERAL TASKS AND DUTIES

In addition to the requirements of the post above, all members of the team are responsible for the following:

- Completing all associated organisational and administrative work.

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- Assisting in the management of appropriate administrative systems, which meet Weston College requirements and implement action of Weston College policies (*e.g.*, Health and Safety).
- Participating in both internal and external staff development, as appropriate.
- Meeting the requirements of the Health and Safety at Work Act 1974, and the College's Health and Safety Policies.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking individual or collaborative research, agreed by college management, and to be part of the Careers Adviser's duties.
- Being prepared to operate on a flexible year, as required. As a member of the team, you will be expected to work out of normal working hours as required by the job (*e.g.*, evenings and weekends). *When extensive 'working out of normal hours' is required, time off in lieu can be negotiated.*
- Undertaking such other duties as may be reasonably required, commensurate with the grade of the appointment.

KEY TARGETS

As post-holder, you will have key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be progress monitored and updated on a termly basis.

The following is a list of areas for which targets will be set. Whilst this list covers key areas, it is not exclusive and is likely to change in line with external and internal strategies.

- Learner engagement.
- Progression levels.
- UCAS application and conversion rates.
- Supporting internal applications to HE Courses at University Centre Weston.
- Learner satisfaction.
- Staff satisfaction.
- Service standards.



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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management staff applies.

SALARY

Dependent on qualifications and experience;

Level 6 careers/IAG qualification

Management Spine Scale, Points E to A: £29,152.00 to £33,270.00 per annum.

Level 4 careers/IAG qualification

Management Spine Scale, Points I to F: £25,047.00 to £28,125.00 per annum.

Upon a successful probation, there is the possibility of level 4 qualified staff undertaking CPD to complete a level 6 qualification in careers advice and guidance.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to five days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Degree-level qualification (or experience).	✓	
Professional qualification (Level 4) in Careers, Advice, and Guidance.	✓	
Professional qualification (Level 6) in Careers, Advice, and Guidance.		✓
Demonstrable experience of careers guidance in an education setting.	✓	
Proven track record of managing a team and associated budgets to deliver challenging targets.	✓	
Setting and achieving high standards for yourself and your team.	✓	
Promoting a culture of quality, partnership, and innovation.	✓	
Professional in approach and conduct.	✓	
Experience of, or interest in, the use of technology and social media to improve service offers.		✓
Good computer skills.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal and communication skills at all levels, but with particular emphasis with young people.	✓	
Ability to deliver effectively to large groups.	✓	
Able to work as a member of a team, and to be adaptable.	✓	
Good administrative and organisational skills, including time management, and the ability to prioritise and plan ahead.	✓	