

## **Careers Officer – Part time**

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are looking to appoint a part time Careers Officer to join our careers team. The successful applicant will ideally have experience of providing careers advice to young people including the ability to work in a friendly and professional manner as much of the work will be student facing. In addition, the successful applicant will possess strong planning, organisational and communication skills. This post will be cross-college including work at both the University Road and Regent Road Campuses.

## **The Careers Team**

The Careers Service at WQE is here to help students progress – whether they are interested in University, an apprenticeship, employment or something else. The team ensure that all students have access to a wide range of careers education, advice and guidance to meet their individual needs. They support students by working with them to develop the employability skills that will enable them to succeed. So that all students have easy access the team have a presence in both our University Road and Regent Road buildings. The Careers Team provides a wide events, activities and sessions for students including:

- 1:1 careers guidance
- Applications, C.V and cover letter support as well as mock interviews
- Careers Fairs and University Exhibitions
- Employer skills workshops
- UCAS support
- Volunteering opportunities
- Work experience and work place visits

The current team is made up of the Careers Education Manager, a full time Careers Officer and a full time administrator. We are looking to increase the capacity in the team by recruiting an additional, part time, Careers Officer. Please see [this link](#) for a short video introduction to the careers team.

This is a permanent part-time term-time post working 15 hours per week **commencing as soon as possible**, with a competitive salary on the SFCA support pay spine. There is flexibility over how the 15 hours per week are deployed. Either a two day per week model or spreading the 15 hours over more days of the week is possible.

The salary banding for this post will be 15 – 18 which ranges from £29,346 to £32,259 per annum (pro rata). The actual starting salary for this post is £10,330 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes:-

- Annual incremental pay increases, linked to performance, within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

## **APPLICATIONS**

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm Monday 26<sup>th</sup> August 2024.**

Interviews will be held on **Wednesday 4<sup>th</sup> September 2024**. Full details will be emailed out to shortlisted candidates.

**Please return all completed application documentation via e-mail only to [vacancies@wqe.ac.uk](mailto:vacancies@wqe.ac.uk)**

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



**Paul Wilson**  
Principal