

JOB TITLE: **Careers Officer**

ACCOUNTABLE TO: **Careers Education Manager**

JOB PURPOSE: To contribute to the careers advice and guidance for students, to have day to day responsibility for the work experience opportunities provided for students at the College and to provide administrative support for the careers service as required

KEY RESPONSIBILITIES

- To conduct 1:1 and small group careers advice and guidance sessions with students.
- To have day to day responsibility for work experience and for supporting students in gaining meaningful work experience
- To liaise with Curriculum Areas to help facilitate work experience for students on a range of courses with a particular emphasis on vocational courses
- To help develop and sustain links with local employers, and through these develop a network of contacts for work experience opportunities for students
- To assist in the provision of advice and training for staff in relation to work experience
- In conjunction with the Careers Education Manager, ensure that all work experience activities comply with health and safety and safeguarding requirements
- To maintain an accurate database of all work experience activities and support the Careers Education Manager in preparing reports on work experience activities
- To assist in the provision of a friendly and welcoming careers service for students, directing students to appropriate sources of information and advice as required
- To assist in the administration and organisation of a broad programme of careers events across the college calendar

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A good standard of general education including English and Maths at GCSE grade 4 or above	Essential	Certs/App Form
Careers guidance qualification (or willingness to work towards this qualification)	Essential	Certs/App Form
IT qualifications (for example RSA Stage 11 Word processing, ECDL or CLAIT)	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working in an administrative capacity	Essential	App Form
Experience of liaising with a variety of people and organisations	Essential	App Form
Experience of working in a college or school context	Essential	App Form
Confident and competent in the use of IT in a working environment	Essential	App Form
Ability to respond and communicate with others showing sensitivity, clarify and focus	Essential	App Form/Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	Int/Test
Good written and oral communication skills	Essential	App Form/Test
Experience of arranging work experience placements for students	Desirable	App Form
Experience of working in a student facing role	Desirable	App Form
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int