

Capital City College Group

Job Description and Person Specification

Post:	Careers Manager
Contract:	Permanent
Hours:	35 hours per week, Full Time
Location:	Angel with travel to Holloway Road and Finsbury Park

Key Purpose

To provide City and Islington College with the strategic and operational oversight of the wider careers offer and resources to both young learners and adults.

Main Duties and Responsibilities

- Leading of Careers and Higher Education guidance programmes, for students both 16-18 and adults, including specialist programmes to meet the needs of different applicant cohorts
- Leading the development and delivery of careers and higher education tutorial programmes for students including specialist programmes to meet the needs of different applicant cohorts
- Supporting and liaising with other Heads of Hubs across College, Lead Tutors and tutor teams in the development and delivery of careers as well as higher education tutorial and guidance programmes
- Leading on the planning and delivery of staff development on careers support and higher education
- Leading on CIC wide UCAS process to include the operation of systems, monitoring and quality control
- Production of annual reports on higher education applications and destinations and other reports required by the college in liaison with HE advisors and other relevant staff
- Organisation of HE related student enrichment activities and events
- Organisation of HE related parents' events and relevant information for parents
- Developing and maintaining strategic links between the College and universities to facilitate widening access, in liaison with staff and tutors
- Liaising with other relevant external agencies
- Liaising with staff across the Student Hubs on issues relevant to progression of students
- Management of careers and higher education resources, including the careers budget

- Supporting the admissions and enrolment process to facilitate appropriate post 16 progression.
- To participate in recruitment events on- and off-site, providing information and advice in a range of settings including open days, schools, colleges, voluntary and community organisations, libraries and fairs. To follow up enquiries and leads gathered to enable the college to actively recruit new learners
- Managing the monitoring and reviewing of practices to ensure the continued development of high quality programmes
- Lead on the implementation of the Gatsby benchmarks across CIC to ensure the College is compliant with the guidelines and appropriate deadlines
- Oversee the work of the Student Hub Teams in the discrete specialist support areas led by this post making sure activities are undertaken to meet the required service standards including Matrix standard
- To undertake the role of Safeguarding Officer for the campus to ensure the area meets the College's statutory duties on Safeguarding, Child Protection and Adults at Risk
- To provide support to the Head of Hub including deputising for the role at times when the Head of Hub may be absent
- To support the Career team by participating in recruitment events on- and off-site, providing information and advice in a range of settings including open days, schools, colleges, voluntary and community organisations, libraries and fairs. To follow up enquiries and leads gathered to enable the college to actively recruit new learners

Wider Responsibilities

- Be prepared to represent the wider Student Support Services team at both College and Group level meetings as appropriate in relation to the overarching work of the Careers Team
- Develop and maintain effective working relationships with external stakeholders and partners at both a local and national level as appropriate.
- Lead on participation of the work experience and enrichment staff in actively supporting the admissions and enrolment process, undertaking a specific student facing role at main enrolment periods

General

- To implement College policies particularly those relating to equality of opportunity, health and safety and data protection
- To implement Health and Safety and security procedures in accordance with statutory and College requirements
- To undertake appropriate self-development and training activities and regularly review their performance of duties with the line manager for the post
- To undertake any other duties consistent with the key objectives and/or duties of the post

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager, which may include working occasional evenings and weekends.
- The nature of this post means that the post holder may need to travel to undertake duties at other College campuses as and when required as well as external venues.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Level 6 or Equivalent in Career Guidance and Development		✓
	Qualifications in English and maths equivalent to a minimum of GCSE Grade 4/C/Level 2	✓	
	Commitment to continuous professional development	✓	
	Membership of the Career Development Institute (The CDI)		✓
Knowledge / Experience	Experience of successful development and delivery of careers and higher education programmes to 16-19 year olds and adults	✓	
	Experience of developing successful links with higher education institutions and employers	✓	
	Experience of all aspects of careers and higher education guidance work	✓	
	Experience of managing a team		✓
	Knowledge and understanding of 16-18 and adult academic and vocational curriculum	✓	
	Understanding of the pastoral needs of the 16-19 and adult age groups	✓	
	Understanding of the needs of Inner City students		✓
	Knowledge of current issues and developments in careers and higher education including those relating to 'widening participation'	✓	
Skills / Abilities	An ability to plan and implement initiatives to meet the careers education and guidance needs of 16-19 year old and adult students	✓	
	The ability to provide professional leadership and work productively and effectively with a range of staff teams including tutors/support staff and to motivate them to work to the highest standards	✓	
	The ability to take initiative, innovate and implement change to improve/modernise service provision	✓	
	The ability to deal with difficult issues in a sensitive and confident way	✓	
	An ability to produce appropriate materials for staff, students and parents which underpin careers and higher education programmes	✓	

	An ability to effectively communicate with and counsel students	✓	
	An ability to plan and implement relevant professional training for teachers and tutors	✓	
	An ability to prioritise, work under pressure and to deadlines	✓	
	The ability to represent the College and wider Group in a positive way at key events	✓	
	Flexibility including the ability to work early mornings, evenings and weekends and from more than one location if required.	✓	
	An ability to liaise effectively with external agencies	✓	
	High level interpersonal, organisational and communication skills	✓	