

## Capital City College Group

### Job Description and Person Specification

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#### The College of Haringey Enfield and Northeast London (CONEL)

**Post:** Careers Officer

**Contract:** Permanent

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#### Key Purpose

As a member of CONEL careers team, the role is to develop, organise and deliver careers education programmes and guidance to students across any campus as required

#### Main Duties and Responsibilities

- Assist in the planning, writing and delivery of careers education programmes for students in collaboration with the CONEL Careers Manager, other Careers Officers and other partners as required
- Ensure the Campus Careers Service meets and exceeds the requirements of the Gatsby Benchmarks
- Provide one to one confidential interviews to students supporting their career aspirations
- Research, write and deliver group work to students throughout the year including support for Higher Education, Apprenticeships and Employability Skills
- For University aspirant students, research, devise and deliver HE Finance tutorials, and liaise closely with Student Finance England in supporting students to complete their student finance documentations
- Assist in the development of resources including e-resources to support the full range of careers, higher education, apprenticeships, employment and training courses and guidance to vocational and academic students on their post 18 option
- Support tutors in their role as deliverers of careers education, higher education, apprenticeships, employment and training programmes, and up to date on the latest changes that may take place, in liaison with the CONEL Careers Manager and the Head of Hub
- Supporting curriculum tutors in the planning and delivery of CPD on issues relating to careers, higher education, employability and apprenticeships
- Organise students' careers enrichment activities and events specifically relating to careers education, apprenticeships, higher education, employment and training, including University visits and Employment Fairs

- 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
- Assist, monitor and check UCAS applications to ensure highest standards of quality control, in liaison with the Careers Manager and the Head of Student Hub
- Provide individual guidance during university clearing as well as initial guidance to prospective students and their parents/guardians during course guidance, open evenings, parents' evenings, internal progression events and enrolment
- Assist in the compilation and analysis of destinations data in liaison with the CONEL Careers Manager and the Heads of Student Hub and tutors
- Assist in monitoring and reviewing professional practice to ensure continuous development of high quality programmes
- Devise and plan employability and volunteering tutorial programmes including liaising with external agencies and employers
- Provision of support for those students 'at risk', liaising with both internal and external support staff
- Play an active role in College and Group wide careers groups as required and to act as a college representative on any specialist groups
- Participate actively in the admissions and enrolment process for the Campus, undertaking a specific student facing role at main enrolment periods
- Support the work of the Safeguarding and Student Well-Being team at the campus to ensure the service meets the College's statutory duties on Safeguarding, Child Protection and Adults at Risk.

### **Line Manager Responsibilities**

- None

### **Wider Responsibilities**

- Be prepared to represent student engagement and support 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
- Work flexibly within the student services hubs, cover shift patterns within agreed working hours (including evenings and weekends where required), covering work of absent colleagues where required, and providing support to other hubs if necessary
- As part of the wider Student Support Hub, 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.

## 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.

## Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College campuses and external venues
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends
3. 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
<b>Qualifications / Professional Development</b>	Degree plus qualification in Careers Guidance (Level 6 careers equivalent) or a Level 6 in Careers Guidance Qualification	✓	
	Commitment to continuous professional development	✓	
<b>Knowledge / Experience</b>	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 post 16 careers and guidance work	✓	
	Experience of managing a team		✓
	Knowledge and understanding of 14-19 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'	✓	
	Experience of successfully delivering staff training and development to tutors.		✓
<b>Skills / Abilities</b>	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 collaborate and work productively and effectively with a range of staff teams including tutors/support staff	✓	
	The ability to take initiative, innovate and suggest change to improve/modernise service provision	✓	
	The ability to deal with difficult issues in a sensitive and confident way	✓	
	An ability to collaborate 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	✓	