

Capital City College Training Job Description and Person Specification

Post:	Job and Careers Advisor
Contract:	Permanent
Hours:	35
Reporting to:	Programme Manager
Responsible for:	Supporting NEET and unemployed into Mayor Academy Hubs
Salary:	£31,442 - £ 33,426 per annum

Key Purpose

To provide and coordinate support, advice, and guidance for the unemployed and NEET participants for ESF Mayor Academy programme and actively support progression of participants.

Main Duties and Responsibilities

- Meet assigned targets within agreed timescales
- Enrol participants on correct learner journey and relevant paperwork after completing initial IAG
- To prepare participants for work, further training and or education.
- Complete a robust initial assessment which meets the requirements of the contract deliverables and sign posting those that aren't suited to the programme
- Format an achievable journey that meets the needs of the individual's aspirations and career goals
- To adequately assess the needs of the unemployed participants and liaise with relevant agencies for support
- Provide careers education and guidance to caseload, helping them to develop their career plans, supporting students to have high but realistic careers ideas and awareness of the local and national labour market
- Format an achievable journey that meets the needs of the individuals' aspirations and career goals.
- Promote and organise Employability activities within the Centre, including the Job Search Service with workshops for participants liaising with ESF tutors
- To support participants to access relevant careers information and pathways.
- To refer participants to relevant training programmes
- To assist the unemployed, to seek and apply for work
- To engage with a wide range of employers and training providers with the help of the Community and employer engagement officer.
- To provide in and post work (or training) support and motivate
- To support and drive participants to achieving goals and aspirations with clear SMART milestones
- Follow up and guide participants with applying for jobs and other opportunities.

- Maintain relevant administration systems and procedures to support projects and report into line management.
- Engage with employers, external partners, and other opportunity providers to seek opportunities for participants.
- Any other ad hoc duties commensurate with the role

Expectations of the Post Holder

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

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.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres 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).

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Persons Specification

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of our **Business Support Competency Framework** from <http://www.candi.ac.uk/working-for-us/cavancies/application-information/>. These

standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

Qualifications and Experience

1. Minimum Level 3 IAG qualification or Careers Guidance Qualification (e.g. Diploma in Careers Guidance, Qualification in Careers Guidance, NVQ Level 4 in Guidance or QCG)
2. Experience of supporting unemployed adults
3. Significant experience of providing Careers Education and Guidance, including employability to a range of participants including adults and young people
4. Experience of selecting and preparing participants for job and other opportunities
5. Experience in supporting participants entering the labour marketing including returners and long term unemployed.

Knowledge and Understanding

6. Data Protection Laws
7. Understanding of challenges and barriers faced by unemployed
8. Managing the expectations of current and potential customers
9. Knowledge of the following areas: Local and National Labour market information, including employer's expectations
 - Barriers experienced by those furthest away from the labour market
 - Further Education, Volunteering and Training provision and funding
10. An understanding of and commitment to the College's equal opportunities policy with a willingness to promote this in all aspects of the job

Skills and Abilities

11. Excellent communication skills with a good standard of written English
12. Ability to prepare unemployed adults with multiple barriers for work
13. Motivational skills
14. Target driven.
15. Excellent team working and coordination skills
16. To multi task and prioritise work load
17. Responsive to customer needs
18. Ability to work under pressure
19. Meeting deadlines and good organisational skills
20. IT literate with a good knowledge of Microsoft Office software

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure