

Westminster Kingsway College Job Description and Person Specification

Post:	Careers and Employability Adviser
Contract:	Fixed Term 12 months FT
Hours:	35 per week
Reporting to:	Careers & HE Lead
Salary:	£ 31,442 - £ 35,460 (depending on experience and qualifications)

Key Purpose

We are seeking energetic and committed Careers and Employability Adviser to join our Award-winning Careers and Employability Service. You will help develop and deliver a range of Careers Guidance, HE/UCAS and Employability/Events activities for young people and adults wishing to enter all fields of education, training and employment in line with internal quality standards, Gatsby Benchmarks, Matrix and OFSTED requirements.

You will have significant proven experience of providing Careers Education and 1:1 Guidance, including delivering UCAS/HE advice and Employability Programmes to a range of people including young people and adults. Preferably you will have a Level 6/Level 7 Careers Guidance Qualification (e.g. Diploma in Careers Guidance) or NVQ Level 3 or 4 in IAG with the ability to train to Level 6 in Career Guidance

The post holder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, to ensure a range of experience for the benefit of the post holder and the College, duties may be rotated from time to time.

Main Duties and Responsibilities

- To provide career & employability guidance to students through all affective routes (e.g. 1:1 face-to-face individual interviews, group working, e-communication, employability/enterprise)
- To deliver Career Guidance accordance with College Careers Policy, the CDI (including code of ethics) and other professional standards
- To contribute to the development and delivery of a programme of careers & employability events and workshops
- Assisting with Full UCAS cycle and managing a cohort of students progressing into HE
- To work in partnership with the wider Student Service team to help students progress

- To support the promotion of the careers and employability service
- To support the development of new approaches, methods and technologies in order to improve the delivery of careers & employability services
- To attend internal/external events on behalf of Careers and Employability Service
- Support with events and building of partnerships e.g. Industry, Employers, Universities and Charities
- To undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post
- To support the delivery of a Careers and Employability strategy targeted at learners and employers. The implemented strategy will increase learner attendance at events and usage of careers & employability support services
- To provide appropriate expertise, professional advice and support to learners and employers. This will have a particular focus on establishing a careers and employability guidance and advisory service embedded within each curriculum area.
- To record information on the Pro Monitor College system and work with appropriate staff to ensure effective coordination of learner related careers and employment activity

Expectations of the Post Holder

- Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style
- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development
- Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College
- Abide by the College's data protection policy
- Actively participate in the appraisal scheme
- Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety
- Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people
- Work within the College values

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.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	IAG Qualification/Careers Guidance Qualification L3/4/5	X	
	IAG Qualification/Careers Guidance Qualification L6/7		X
	A degree or an equivalent qualification in an appropriate area		X
Knowledge / Experience	UCAS Cycle and processes	X	
	Progression routes into FE & HE	X	
	Apprenticeships	X	
	Employability and Enterprise Skills	X	
	The qualifications framework post 16	X	
	Widening Participation strategies / projects		
Skills / Abilities	Ability to communicate effectively with a diverse range of people at all ages and levels	X	
	Ability to effectively develop relationship with both curriculum staff and external parties	X	
	Professional in conduct and approach	X	
	Good Computer skills	X	
	Highly Motivated	X	
	Excellent organisational skills	X	
	Ability to work as part of a team	X	
	Excellent Communication skills	X	
	Setting and Achieving High Standards for yourself and your team	X	
Promoting a culture of quality, partnership and innovation	X		