

## JOB DESCRIPTION

<b>Post:</b>	<b>Careers Advisor</b>
<b>Responsible to:</b>	Student Services Team Leader
<b>Salary:</b>	Scale 5, Point 26 £24,321 pro rata (£20,564 per annum) Full Time, Term Time Only 38 weeks, Permanent
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To provide careers information, advice and guidance and relevant resources to students on an individual basis and in groups. The post will be based in our newly developed Career Zone and candidates should expect to work at both Truro and Penzance (Penwith Campus).
<b>Specific Duties:</b>	<p>To provide careers information, advice and guidance to students on an individual basis and in groups.</p> <p>To provide careers and employability related workshops and group work to students.</p> <p>To act as a point of contact with our admissions team so that comprehensive careers guidance can be accessed during the application process</p> <p>To have a solid overview of admissions procedures and demonstrate best practice to careers leaders from schools, students and parents.</p> <p>To maintain, organise and develop careers education resources within the College with the Careers Co -Ordinator and in line with IAG standards.</p> <p>To have a good knowledge of the Gatsby benchmarks and the relevance of these within a College environment</p> <p>To keep updated with Labour Market intelligence and how this informs local and national opportunities</p> <p>To support curricular and tutorial activities and events across the College, both directly and through the preparation of materials and activities.</p> <p>To liaise with relevant members of College Staff including the Employability and Careers Lead, Careers Advisors, Work Placement Officers, Career Zone Administrator, NSSW, Programme Team Leaders, Tutorial Leads.</p> <p>Outreach work to local secondary schools should be expected, so that college courses (and how these relate to future aims) can be discussed with prospective students.</p>

To effectively develop employer networks so that students can access meaningful encounters either in the workplace, or during career conventions.

To have experience of working with students with EHCP's or SEND so that effective transitions occur through CEIAG

To promote careers provision at College including university, apprenticeships, training, employment and work experience.

To maintain standards for Investor in Careers and matrix accreditation.

To maintain close liaison with outside agencies partners, including CSW Group.

To undertake relevant administrative tasks and maintain accurate records and statistics.

Maintain professional membership of the Careers Development Institute (CDI).

Continued professional development.

To work closely with, and support, other members of the student services team in their daily activities as directed by the Student Services Team Leader.

### **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College promotional and marketing activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff development activities.

General College developments.

All members of staff must be prepared for changes in their responsibilities and work.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### CAREERS ADVISOR

Ideally, the person appointed will have the following skills and experience:

- Experience of offering careers information advice and guidance to people of all ages and backgrounds
- Knowledge of careers information including higher education, apprenticeships, traineeships, work experience
- Level 6 Diploma in Career Guidance & Development is essential or a Level 7 Post Graduate Diploma in Careers Guidance & Development.
- Excellent organisational and administrative skills and experience
- Ability to plan, organise and work under pressure
- Self-motivated and personable – capable of working both as a team player and independently
- Strong communicator (written, oral and presentation skills), within technical, commercial or educational environments, with good analytical, diagnostic and problem-solving skills
- Excellent interpersonal skills in particular the ability to establish good relationships with students and staff
- Exceptional attention to detail
- An awareness of issues of confidentiality
- ECDL or equivalent IT competency
- An enthusiastic and energetic approach to work challenges
- A creative and passionate approach to working with people

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.