

C & K CAREERS LTD

JOB DESCRIPTION AND PERSON SPECIFICATION

POST: TRAINEE CAREERS ADVISER (LEVEL 6)

GRADE: SALARY POINTS 12 - 17

REPORTS TO: EDUCATION MANAGER

JOB PURPOSE: To undertake a programme of in-service training leading to the award of Level 6 Diploma in Career Guidance and Development of the skills and competencies required to work as a qualified Careers Adviser

MAIN DUTIES

1. To participate in training and work experience to develop the skills and portfolio to meet the requirements of the Level 6 Diploma in Career Guidance and Development within 12 months of commencement.
2. Trainee will be based mainly in the Education Team but will spend time with other departments including; Information Team, Employer Engagement Team, Participation Teams and SEND Team. Duties will be carried out under supervision and to a phased degree as the training advances and skills and competencies develop.
3. To develop over the period of the traineeship the skills necessary to be able to provide Careers Information, Advice and Guidance to individuals and groups.
4. To maintain and update client records and confidential information.
5. To develop an awareness of local, regional and national labour markets through a range of activities.
6. To liaise, network and develop links with a range of other relevant professionals and agencies.
7. To support the delivery of services provided by all sections of the Company.
8. To promote equality of opportunity for all clients in all aspects of work.
9. To undertake all work in line with quality procedures.
10. To produce reports as and when directed.
11. To encourage and involve customers in the design, delivery and evaluation of all aspects of our services in accordance with policies and procedures.
12. To undertake any duties as may be required from time to time by the Company.

SUPERVISORY RESPONSIBILITY

None

C & K CAREERS LTD

ESSENTIAL CRITERIA

1. Ability to successfully complete a Level 6 guidance qualification.
2. Excellent oral and written communication skills.
3. Experience of working with young people or adults in a helping, advisory or training capacity.
4. Capable of self-organisation, managing priorities and taking decisions.
5. Ability to work on own initiative and self-motivated.
6. Excellent customer service skills.
7. Adaptability and flexibility.
8. Ability to research information.
9. ICT skills including Keyboard and word processing skills.
10. Excellent negotiating, influencing and persuading skills.
11. Flexible and adaptable to cope with changing or conflicting demands and to cope with pressure.

DESIRABLE CRITERIA

12. Degree level or equivalent.
13. Full driving licence or immediate prospects of acquiring one plus access to a motorised vehicle and willingness to use it for business purposes ¹

¹ Please note that for an applicant with a disability which prevents them from acquiring a driving licence, it may be possible to make reasonable adjustments. Also, whilst this appears as a desirable criterion, given the range of locations and flexibility needed, consideration would be given to otherwise suitable applicants without a full driving licence, where there is reasonable scope in the team as a whole to structure workloads to take account of this

C & K CAREERS LTD

ADDITIONAL REQUIREMENTS

The postholder will:

- ensure the Health and Safety of all staff and resources within the postholder's area of responsibility, i.e. delegated responsibility in relation to the nature of the postholder's duties and personal responsibilities as per Section 7 and 8 of the Health and Safety at Work Act 1974 and regulation 12 of The Management of Health and Safety at Work Regulations 1999.
- undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Chief Executive from time to time, in consultation with the postholder.
- carry out duties at all times in such a way as to safeguard and promote the welfare of children and young people and to follow the company's safeguarding policy and procedures.
- carry out duties at all times in compliance with the Company's Equal Opportunities Policy.
- agree that the company will apply for an Enhanced Disclosure from the Disclosure & Barring Service at the point of commencing in the post and on a regular basis as determined by the company, provide evidence of identification to support the application, declare any criminal convictions at the point of application and declare any subsequent criminal conviction so that the company can consider if it adversely impacts upon the postholder's role.
- demonstrate commitment to and comply with the Company's policy of meeting quality standards and striving for continuous improvement.
- demonstrate a professional and flexible approach in fulfilling the requirements of the role.
- avoid disclosing information acquired whilst carrying out duties where such information is of a personal, sensitive or confidential nature, except where essential for the effective performance of those duties in line with data sharing agreements and guidelines on sharing information with third parties.