

JOB SUMMARY

Post Title	Careers and Progression Adviser						
Job Family	Business Support	Pay Range	9	Line Manager to others?	No	Role profile ref	BS09
Service Area	Education, Inclusion and Access - Island Futures						
Line Manager	Post-16 Manager						
Location	County Hall, Newport (core base)/Council Facilities and agile working						

Job Purpose

- Deliver high-quality, impartial careers information, advice, and guidance to young people — including those who are vulnerable, have SEND, or hold EHCPs, across a range of settings, supporting sustained engagement in education, employment, or training through one-to-one and group sessions.
- Provide and deliver tailored careers guidance to support young people through post-16 transitions, including NEET (not in education or training) prevention, re-engagement, and progression into positive destinations and support for transitions from school to post-16 pathways, while promoting personal development and progression into positive destinations.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Deliver impartial, high-quality careers information, advice, and guidance to young people through one-to-one and group sessions, using coaching and mentoring approaches that are person-centred and trauma-informed to support personal development and progression.
- Support young people in identifying and achieving successful transitions into education, employment, or training, including those who are NEET or at risk of becoming NEET, by using inclusive, person-centred approaches that celebrate their individual strengths, talents, and aspirations.
- Provide up-to-date information on career pathways, post-16 options, and labour market trends to inform decision-making and broaden horizons.
- Plan and deliver careers and progression-focused activities, including events, presentations, and re-engagement programmes commissioned by the local authority and partners.
- Work collaboratively with colleagues, schools, community settings, and partner organisations to deliver targeted support that promotes sustained engagement and positive outcomes for young people.
- Maintain accurate records using established IT systems to support tracking, monitoring, and statutory reporting requirements.
- Promote equality, diversity, and inclusion in all aspects of service delivery.
- Develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples.	Essential	Desirable
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	(if left blank refer to left hand column)		
Practical experience acquired through a combination of training and on-the-job experience, demonstrating development through a series of progressively more demanding and relevant work roles.	Professional level of specialist expertise in relevant careers advice & guidance. Minimum Level 6 in Careers Guidance.	E	
	Career advice and guidance through one to one or group activity.	E	
	Ability to work with young people, parents/ carers & professionals, understanding possible barriers to learning.	E	
Authoritative knowledge of relevant processes, systems, policies and procedures.	Knowledge and understanding of careers guidance and development bodies standards e.g., Career Development Institute.	E	
	Knowledge and understanding of the Careers Strategy including Gatsby Benchmarks.	E	
	Evidence of Continuous Professional Development (CPD).	E	
Good knowledge of other areas of the authority relevant to the service.	Knowledge of other relevant services across the authority i.e. children's services Directorate, SEND Team, Youth Justice and Virtual School.		D
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	Previous use of various computerised systems, including Office 365 and online meetings. Experience of online learning platforms.	E	
Excellent written and verbal communication skills and the ability to build relationships and influence others based on knowledge of the area. Proven ability to explain technical / specialist information in a way which a non-specialist can understand.	Able to prepare clear concise written communication and present data in an accurate and structured manner.	E	
	Ability to communicate with and engage young people, parents/ carers & professionals in a variety of settings.	E	
	Career advice and guidance through one to one or group activity and complete any required follow up activities e.g. research, feedback.	E	
Good planning and organisational skills, with proven ability to prioritise workloads, monitor and evaluate work, to ensure deadlines are achieved.	Able to use own initiative and work effectively without direct supervision whilst remaining within the Island Futures team and operating within the IOW Council's policies and procedures.	E	
	Ability to be flexible and adaptable in approach to work. Occasional evening and weekends working maybe required.	E	

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	Able to work to deadlines to support the local authority's statutory tracking obligations.		
Numerate and accurate with attention to detail.	Able to prepare clear concise written communication and present data in an accurate and structured manner.	E	
Good problem solving and analytical skills.	Good problem solver who is able to identify realistic and appropriate solutions.		D
Experience of contributing to projects as part of a team.	Ability to work with colleagues to plan careers and guidance services and engage with quality assurance processes and other statutory requirements. Proactive approach to working as part of a team and with stakeholders to improve and develop the service.	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant vocational / professional qualification.	Level 6 Diploma in career guidance or a level 4 with the willingness to study to a Level 6.	E	
Educated to A level standard or equivalent or equivalent experience.	Four GCSEs Grade A* – C / 9-4 or equivalent (including Maths and English) plus Level 6 Diploma in Career Guidance.	E	
Other Requirements			
Relevant professional qualification or working towards this.			
May require relevant certifications including evidence of fluency in English language.			
Ability to travel to delivery locations across the Island.			
Organisation Structure (optional)			
The post-holder will report directly to the Island Futures Team Coordinator, who in turn reports to the Post-16 Manager, Island Futures.			