

JOB SUMMARY

Post Title	Careers Adviser						
Job Family	<i>Business Support</i>	Pay Range	9	Line Manager to others?	No	Role profile ref	BS09
Service Area	<i>Island Futures</i>						
Line Manager	<i>Andrew Mullis</i>						
Location	<i>County Hall, Newport (core base)/Council Facilities and agile working</i>						

Job Purpose 1-2 sentences

- This post holder will be a Careers Adviser who will deliver information, advice and guidance to young people.
- To provide professional careers education, information, advice and guidance, including one to one guidance interviews and group work in order to raise young people's aspirations and identify solid career pathways.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities) 6-8 bullet points max

- Provide good quality, impartial careers guidance that empowers young people to plan and manage their own futures and responds to the needs of each individual.
- To interview on a 1:1 basis or in small groups as appropriate to ensure young people identify and secure successful transitions and destinations, and action plan accordingly.
- To research careers, options pathways and labour market information to meet the needs of young people.
- To plan and contribute, where necessary, to the delivery of careers education activities for example, presentations, careers fairs, evening events and open days.
- To use established IT systems and client database for administrative tasks, recording interactions with clients and tracking activities.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- To 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. (if left blank refer to left hand column)	Essential	Desirable
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,	E	

JOB SUMMARY

	understanding possible barriers to learning.		
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.		D
	Evidence of Continuous Professional Development (CPD).		D
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.		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. Able to work to deadlines to support the local authority's statutory tracking obligations.	E	
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 in order to plan careers and guidance services and engage with quality assurance processes and other statutory requirements.	E	
Qualifications			
Role Profile requirements.	Job specific examples.	Essential	Desirable

JOB SUMMARY

	(if left blank refer to left hand column)		
Relevant vocational / professional qualification.	Level 6 Diploma in career guidance.	E	
Educated to A level standard or equivalent or equivalent experience.	Four GCSEs Grade A* – C 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.			
Organisation Structure (optional)			
The post-holder will report directly to the Island Futures Team Coordinator, who in turn reports to the Team Manager, Island Futures.			