



Careers Information and Guidance Adviser (L6 qualified)

37.5 hrs p/w, term time only plus 10 training/development days during school/college holidays
£24,302 - £30,215 pro rata per annum (circa £21,182 - £26,336 actual salary per annum term time only)

Home based with region wide travel (West Midlands - Warwick, Coventry, Birmingham)

Full driving licence essential

Closing date for applications: midnight on Sunday 18th July 2021

Career Seekers Direct Limited is dedicated to raising aspirations, developing skills and making valuable connections. We deliver career guidance, coaching and skills development services.

We work with clients in businesses, educational settings and on a 1-2-1 basis. In educational settings we provide high quality impartial and independent careers information, advice and guidance. This centres around students within the secondary school sector but also includes those at a later point in their career. The aim is to provide the tools required to make informed choices about next progression moves, whilst supporting schools and multi academy trusts (MATs) to meet their statutory requirements in relation to the Gatsby benchmarks.

We are seeking an experienced and enthusiastic Careers Information and Guidance Adviser to support us as our business grows.

Responsibilities include:

- **Personal Career Guidance:** Deliver professional career guidance services, including 1-2-1 interviews and group sessions, encouraging self and opportunity awareness, raising aspirations, motivating, and generating ongoing career conversations. Generate and maintain records electronically. Work closely with Career Leads.
- **Careers Information:** Use of expert knowledge of careers and labour market information. Organise careers fairs and other relevant activities
- **Careers Guidance Programmes:** Advise the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others. Facilitate career-related learning activities. Monitoring, tracking and on-going support of school leavers and destinations
- **Partnerships and Networking:** Refer to specialist services when required, e.g. young people with SEND. Communicate with relevant external agencies and networks. Where relevant involve parents and carers with the career guidance programmes and support. Attend parents' evenings as required
- **Professionalism:** Abide by relevant legislation and codes of practice, including all measures to safeguard young people. Promote equality and diversity, challenge stereotyping. Reflect on practice and engage in continuous professional development
- **Safeguarding:** Contribute to the Company's responsibility to safeguard and promote the welfare of children and young people, and to that of schools/academies we work with

The successful candidate will have/be:

- Experience of working in an information, advice and guidance setting with young people
- Experience of working within an IAG setting
- Committed to the protection and safeguarding of children and young people
- IT literate particularly around MS Outlook, Word, Excel and PowerPoint, and capability with other technology platforms
- Ability to work to tight timelines and able to produce high quality work whilst under pressure



- Strong organisation skills with the ability to prioritise and manage several different work streams at once without close supervision
- Confident with working across multiple educational settings
- Confident with presenting to large group sizes
- Proactive and innovative in approach, thinks ahead and anticipates and deals with issues without being prompted
- Numerate with a strong attention to detail, sets high standards for own work
- Good communication skills including written and verbal
- Ability to build strong working relationships with senior members of staff within schools
- Keen to learn and develop new skills and capabilities
- Collaborative team player, supportive of colleagues and committed to the company mission
- Ability to demonstrate awareness and compliance with GDPR legislation
- Ability to represent Career Seekers Direct in a professional manner at careers events

These requirements are not essential, though would be desirable:

- Ability to work flexibly – potential for occasional evening responsibilities
- Experience of creating learning resources and lesson planning
- Existing registration on the CDI Professional Register
- Strong networks and awareness of provision within the relevant geographical territory

Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake an **Enhanced Disclosure and Barring Service check**. Career Seekers Direct Limited are committed to the safeguarding of the young people we work with and place a high priority on the safer recruitment policies in place and the safer recruitment strategy adopted. Safeguarding is an ongoing priority for the company and as such, it is committed to the highest expectations when recruiting into our company.

If you would like to have an informal discussion before applying for this role please contact Kathryn Rawlins, Careers Operation Manager Head of Careers, Education, Information, Advice and Guidance on 07766 718001

An application pack can be requested from enquiries@careerseekersdirect.co.uk

Completed applications should be returned by midnight on Sunday 18th July 2021 via email to enquiries@careerseekersdirect.co.uk