

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Careers Education Service Advisor |
| HBC Grade: | **HBC5** |
| Service: | **Children’s Services Directorate** |
| Division: | **Policy, Provision and Performance** |

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| **Main Purpose of the Role** |
| To provide support for schools and education providers in delivering a careers education programme. The programme will enable students to make informed career choices so that they can move successfully into good careers and will support institutions to meet their statutory duties in relation to Careers Education, Information, Advice and Guidance.  You will work collaboratively with key partners and stake holders to design, plan and deliver an informed offer for students across Halton and the wider Liverpool City Region. This will include a structured curriculum project, a work experience programme, enterprise education, off site careers related activities and a centrally planned programme of events. |

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| **Key Duties** | |
| **1** | Work with schools and education providers to audit and plan high quality careers provision that takes into account statutory guidance and compliments their development/improvement plans. |
| **2** | Liaise effectively with local schools and employers to agree a work experience calendar that will provide an appropriate range and variety of work placements for students in line with target requirements. |
| **3** | Deliver a health & safety programme to employers, schools & colleges in order to ensure compliance with legislation. Implement appropriate health & safety and safeguarding measures to all aspects of work related learning ensuring that schools and HBC are fulfilling their legal and statutory responsibilities. |
| **4** | Support SLA agreements with individual schools, preparing materials and documents to deliver the diversity of careers and enterprise activities that the service offers. |
| **5** | Plan, manage and deliver a mentoring and peer ambassadors programme that supports The Raising the Participation Age strategy and those young people that are NEET/ at risk of becoming NEET. |
| **6** | Lead on the development of initiatives that encourage young people’s economic participation and tackle barriers to education, training and employment. |
| **7** | Lead and manage the contribution of colleagues, parents, employers and other partners to a high quality careers learning, planning and development. |
| **8** | Build effective working relationships with partner organisations in the LA, the borough and The Liverpool City Region. |
| **9** | Develop and enhance teaching quality for staff delivering careers; provide monitoring and training so they are equipped to deliver activities. |
| **10** | Develop links with and keep up to date with the range of opportunities available to students including education, training and other work based education training options. |
| **11** | Keep up to date with occupational and labour market intelligence. |
| **12** | Develop links with FE and HE establishments, employers and professional organisations. Ensure staff and students are aware of the range of opportunities available and are able to take advantage of these links. |
| **13** | Develop and produce careers literature and web based information. |
| **14** | Promote the use of careers information in particular the promotion of technological and web based applications. |
| **15** | Contribute to the identification of sponsorship and funding opportunities that enhance careers and employment skills education. |
| **16** | Contribute towards growing the service through income generation from service level agreements, enterprise activities and sales of The Enterprise Game. |
| **17** | Undertake any other duties and responsibilities as may be assigned which are commensurate with the grade of the job. |
| **18** | Lead on an area of work as designated by The Careers Education Service Manager. |
| **19** | Promote equality, diversity, impartiality, confidentiality and professional integrity in all aspects of service delivery. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Level 6 qualification in a field related to careers education or working towards the same. | Evidence of continued professional development | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of managing an area of work within services to support young people. | Knowledge of safe working practice for adults working with young people. | Ability to communicate effectively with individuals and groups both verbally and in writing. | Application / Interview /Assessment |
| Experience of working directly with young people, including young people with multiple barriers to participation. | Knowledge of requirements for client confidentiality and data protection. | Ability to engage and promote good working relationships at all levels. | Application / Interview /Assessment |
| Experience of working in a multi-agency setting and developing effective partnerships across services. |  | Ability to handle confidential information. | Application / Interview /Assessment |
| Experience of using IT systems to keep and update accurate records of work, and report on work. |  | Ability to use own initiative and to work without continuous instruction. | Application / Interview /Assessment |
| Experience of communicating with partner agencies and services in writing and orally. |  | Confidence in group situations, including the delivery of presentations to students, parents and staff. | Application / Interview /Assessment |
| Experience of working as a team. |  | Ability to work effectively to timescales and deadlines and work under pressure. | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Experience of work with education establishments. | Knowledge of local labour market intelligence. |  | Application / Interview /Assessment |
| Experience of working with vulnerable young people. |  |  | Application / Interview /Assessment |
| Experience of collecting and collating feedback from young people to inform service development. |  |  | Application / Interview /Assessment |
| Experience of planning and organising events. |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Ability to be mobile throughout the Borough. Where necessary, reasonable adjustments will be made in accordance with the Equality Act 2010 |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **July 2023** |
| **JE Ref:** |  |
| **Agreed by:** | **Donna Forster** |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.