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**Job Description – Careers Advisor**

**JOB TITLE**

Careers Advisor

**ACCOUNTABLE TO:**

Careers, Recruitment and Admissions Manager

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

* Provision of specialist Careers information, advice and guidance to a range of college applicants and existing students on both a 1-1 and group basis where required
* To assist with the planning and execution of a variety of recruitment events both internal and on an outreach basis to contribute to the achievement of growth targets
* To support the Careers, Recruitment and Admissions Manager and Careers Leader in the delivery of an effective Schools Engagement Programme
* To provide high quality customer service across all aspects of the learner journey
* To assist the Careers, Recruitment and Admissions manager to implement and embed the college careers strategy, through 1-1 appointments, workshops and organising events and activities for our existing students to ensure we fulfil our obligations under the Gatsby Benchmarks

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To provide specialist careers advice and guidance to all college applicant groups and existing students where required, linking to the colleges careers strategy and ensuring that accurate records are maintained
* To support the colleges Careers Recruitment and Admissions Manager in the delivery of an effective schools engagement plan which will include activity such as – delivery of careers guidance workshops, presentations and liaison with curriculum to plan and develop a range of activities for deliver
* To support the Careers, Recruitment and Admissions Manager to ensure that all students receive effective careers planning and employer and HE engagement. Ensuring the college meets the standards of the Gatsby benchmarks
* To support the Careers Recruitment and Admissions Manager to organise events and encounters for existing students, to allow them to make informed choices regarding careers and destinations
* To support in collecting destination information regarding our students
* To document and keep accurate records of career plans and engagement with students
* To support the administration of the full Admissions and Keep Warm process through to enrolment as required, providing excellent customer service. This will include processing admissions, arranging and conducting interviews additional administrative duties as and where required and ensure accurate records are maintained
* To support the Careers, Recruitment and Admissions Manager in the planning, co-ordination and execution of a variety of both internal and external recruitment activities to achieve departmental and college growth targets
* To liaise with the marketing department to ensure effective support material is available to support recruitment events and activities
* To ensure existing students are supported with their UCAS applications to universities
* To ensure that our existing students are supported in gaining apprenticeships or employment. By working closely with curriculum, work placement coordinators and mentors. Providing workshops and 1-1 appointments where necessary
* To ensure learners are given high quality and accurate advice and guidance on financial support options and to provide administration support where required to process entitlements e.g. bus passes
* Any other departmental duties as deemed appropriate

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification –** Careers Advisor

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| 5 GCSE’s (including Maths & English or equivalent) | **✓** |  | AF /Cert |
| Educated to level 3 or equivalent qualification or work experience in a relevant area | **✓** |  | AF/ Cert |
| Hold or be willing to work towards a Level 4 CEIG Qualification. |  | **✓** | AF/ Cert |
| NVQ Level 6 (or equivalent) in Careers Advice and Guidance or Careers Information or a related subject |  | **✓** | AF/ Cert |
| Experience |  |  |  |
| Intermediate to advanced skills Microsoft Office skills | **✓** |  | AF / IV |
| Experience of working in an careers education environment |  | **✓** | AF / AT / IV |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | **✓** | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview