



Role Profile

Reference Number	MUL029
Role Title	Careers Advisor
Directorate	Multiple
Department	Multiple
Reports to	

Role Purpose

To provide information, advice and guidance to support people in making career, training and educational choices that are right for them and their aspirations. The role will either work within an educational setting, or supporting specific individuals in need of additional support and guidance.

Accountabilities

- Develop and deliver a careers advisory service for an educational institution or service, working within general guidance, precedents and procedures, so that a high quality Careers Education Information and Guidance offering is available. This will involve drawing on best practice in Careers Education Information and Guidance, making sure it is in line with the National Careers Strategy and the Gatsby benchmarks, and in accordance with Ofsted requirements.
- Provide information, advice and guidance about careers, employment, volunteering, and educational opportunities to support individuals to identify their education and career goals, and understand the requirements to achieve them. This includes targeting specific students to offer considered and bespoke support around future pathways and employability, to ensure the whole student body can benefit from careers support.
- Produce careers toolkits and resources that will help individuals understand what options are available and suitable for them.
- Develop and maintain positive relationships with employers and education providers in the BCP region, as well in the voluntary sector, to ensure that there is an up-to-date knowledge of current opportunities for education, training, volunteering and employment in the region.
- Support individuals to secure appropriate work experience placements and volunteering experience that will enable them to progress in their chosen career path. This includes supporting individuals to overcome barriers to them securing and maintaining placements or employment opportunities.
- Promote the careers service within the institution, so that individuals know where and how to access help and support. This includes co-ordinating campaigns and events.

Knowledge / Skills / Experience required

- Diploma in Careers Advice and Guidance.
- Experience of providing careers and educational advice and guidance to a range of individuals, including adults, young people, and those with special educational needs.
- Knowledge of the National Careers Strategy, Gatsby Benchmarks, and Ofsted requirements.
- Knowledge of best practice in relation to careers and educational advice.
- Knowledge of the employment, volunteering and educational opportunities in the BCP region.

- Ability to influence, persuade, and use empathy in communicating with a range of people.
- Ability to build positive relationships with local partners and employers.
- Ability to plan and manage workload.

Dimensions of role

- This role does not have any management or supervisory requirements.
- This role does not manage any budgets.
- Planning will typically be over days and weeks, with some longer term planning.

Notes

Date:	01/02/2021
Working Conditions:	• Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
Working Arrangements:	• No specified working arrangements outside of a normal working pattern.