

Person Specification: Careers & Guidance Officer

Criteria	Essential	Desirable	How Identified
Knowledge/Experience	<ul style="list-style-type: none"> A minimum of 2 years recent experience in the field of careers guidance <p>Knowledge of:</p> <ul style="list-style-type: none"> Recent experience in the field of careers guidance Proven/an ability to lead and manage others An understanding of the key quality indicators within a Careers and Guidance service. Recent developments in pre and post 16 education Recent developments in the British Higher Education system Employability Skills. Recent development in training and employment Wide Occupational Knowledge 	<ul style="list-style-type: none"> Experience of working with students in the post 16 education Awareness of UCAS process. Awareness of local labour market trends. Awareness partner and feeder schools Experience of working with students in the pre and post 16 education sector Experience of making both informal and formal presentations to parents, staff and students Experience of negotiation with external providers. Experience of interviewing prospective students 	<p>Application Form Interview References</p>
Skills/Abilities	<ul style="list-style-type: none"> You should have excellent communication and interpersonal skills and the ability to Work both independently, using your own initiative, and as part of a team Understand and apply the principles of IAG and Careers Education Lead the college's careers and guidance provision across both campuses Manage a case load of clients Conduct effective guidance interviews Conduct group sessions Conduct presentations to large groups Good Organisational skills The ability to plan and organise large whole college events contribute to the college's careers education programme To be able to establish and maintain effective links with key stakeholders An ability to research and disseminate information , An ability to produce resources, including on-line resources Administrative skills for record keeping Handle sensitive information 	<ul style="list-style-type: none"> IT Skills Willingness use Social Media and new Technologies. Ability to make presentations to parents and staff students 	<p>Application form Interview References</p>
Qualification/Training	<ul style="list-style-type: none"> Professional qualification in Careers Guidance or IAG at Level 4 or above. 	<ul style="list-style-type: none"> Degree or equivalent higher level qualification 	<p>Application Form Interview</p>
Personal Qualities	<ul style="list-style-type: none"> Flexible and adaptable Able to meet deadlines 		<p>Application Form Interview References</p>
Other Criteria	<ul style="list-style-type: none"> Ability to work across both sites Ability to attend external events. Ability to work evenings. Willingness to undergo further training and professional development 		<p>Application Form Interview References</p>

You will be required to obtain an Enhanced DBS Certificate for this post. You may wish to obtain further information from the DBS information line, 0870 90 90 811 or www.homeoffice.gov.uk/dbs. The college will provide you with a DBS application form if an offer of appointment is made. Any relevant issues arising from references will be discussed with you.