



Careers Adviser – Job Description

Inspire believes that all young people should have access to the opportunities and inspiration they need to achieve their potential.

We inspire children and young people across London and beyond, using data to understand the barriers they face and connecting them with a range of employers and opportunities to open doors to their success.

Our guiding principles are:

Work with integrity – doing the right thing for young people

Be bold – using challenges to drive innovation

Drive equity – challenging our thinking to increase diversity

In partnership – working with others to achieve goals

The Role

The Careers Adviser is a key role in the Information, Advice and Guidance team with responsibility for preparation and delivery of a programme of careers information, advice and guidance with a focus on one-to-one careers guidance interviews. They support school or college Careers Leaders to implement and enhance the schools programme and contribute towards meeting the Gatsby Benchmarks.

Careers Advisers provide appropriate information and impartial advice and guidance to broaden horizons, aspirations and support young people in making a smooth transition into post 16 destinations. In addition, they provide targeted support to those at risk of becoming NEET, vulnerable groups and those with special educational needs and disabilities (SEND).

Responsibilities

1. Deliver high-quality one-to-one careers guidance interviews with young people.
2. Produce personalised action plans and maintain accurate records in line with school and contractual requirements.
3. Deliver engaging workshops, assemblies and group guidance sessions.
4. Support schools in delivering effective careers education and work-related learning.
5. Build positive relationships with students, parents, school staff and external professionals.
6. Contribute to parents' evenings and other school events as required.
7. Maintain accurate performance data and reporting requirements.
8. Record and manage confidential client information on a secure database, adhering to agreed security and data protection protocols in accordance with GDPR and organisational procedures.
9. Demonstrable commitment to safeguarding, promoting the welfare of children and maintaining appropriate professional boundaries.
10. Work in accordance with Inspire's safeguarding, equality, health and safety, and data protection policies.
11. To carry out any other reasonable duties as required.

Qualifications required

You must hold one of the following:

- Level 6 Diploma in Career Guidance and Development (or equivalent)
- Qualification in Careers Guidance (QCG)
- Diploma in Careers Guidance Parts 1 and 2
- Another recognised professional qualification equivalent to Level 6

Person specification

Essential

- Recent experience delivering careers guidance to young people in secondary schools or colleges.
- Excellent interviewing, communication and report-writing skills.
- Ability to engage and motivate young people from diverse backgrounds.
- Strong presentation and group facilitation skills.
- Ability to work independently and manage competing priorities.
- Commitment to equality, inclusion and challenging stereotypes.
- Good knowledge of education, training and progression pathways for young people.
- A commitment to remaining up to date with best practice and labour market information.
- Ability to work flexibly, including occasional evenings for parents' events.
- Understanding of safeguarding responsibilities when working with children and young people.
- A collaborative approach and willingness to contribute as part of a wider team.