INSPIRE

## 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 vital role within our Information, Advice and Guidance team. They provide impartial information, advice, guidance and support to young people with the aim of broadening their career horizons and identifying and supporting their personal development needs. This includes overcoming barriers to enable progress, helping individuals to make effective decisions and take positive action to progress to education, employment and training opportunities.

## Responsibilities

- Provide face to face or remotely delivered information, advice and guidance on careers/routes into employment or learning, support to overcome personal and social barriers resulting in improved outcomes.
- To deliver 1-2-1 careers advice, information and guidance to young people in schools including delivering required services to vulnerable groups, including but not limited to, those with Special Educational Needs or at Risk of NEET.
- Undertake assessment of needs using individual diagnostic approaches and tools, in order to agree action plans with individuals. This includes finding the best ways to help people achieve successful transitions, develop in confidence and overcome barriers.
    - Organising and delivering small and large group sessions on a range of topics for example, option choices at key transition points and labour market information.
- Supporting careers education/work related learning in the institutions.
- Organising and delivering collapsed timetable/large events in institution in collaboration with other staff.

- Establishing and maintaining effective working relationships with colleagues, institution staff and other professionals, to exchange information and observe agreed protocols and referral.
- Attend and contribute to parents evenings and other parent activities in schools e.g. academic review days, through 1-2-1 advice sessions and group activities.
- Maintain high quality, accurate and up to date records of client and customer interaction and progress using the IYSS database. Ensure that contract requirements relating to data recording are met and that record keeping procedures are followed.
- Undertake research and continually update understanding and knowledge of employment and learning opportunities through local, regional, national and international careers, learning and labour market information. Continuously develop innovative approaches to the delivery of services for clients and commissioners.
- To participate in and contribute to training within the organisation as appropriate.
- To deliver in-service training for colleagues, teachers and other professionals.
- Maintaining monthly performance statistics, and delivering the associated reports.
- To deliver the required services as part of a team of professionals who contribute to the development of good practice and promote equal opportunities.
- To use a range of IT databases to record confidential client information, adhering to agreed security and data protection protocols.
- To occasionally work flexible hours where the demands of the service require it.
- To actively promote the company's Equal Opportunities policy.
- To work within the established Safeguarding protocols.
- To work within the established Health & Safety protocols.
- To adhere to GDPR requirements at all times.
- To carry out any other reasonable duties as required.

## Qualifications Required

- Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance parts 1 & 2 or professional equivalent to a minimum of Level 6.

## Person Specification

### Essential

- To demonstrate an understanding of the requirement of working with young people in a professional capacity.
- Ability to establish and maintain effective relationships with a range of people including colleagues, teachers, parents and young people.

- Experience of working with young people in secondary schools/colleges.
- Ability to organise workload and manage conflicting targets and deadlines.
- Excellent communication skills with ability to communicate with others effectively in writing, via telephone and face-to-face in 1:1, small and large group situations.
- Analytical and research skills.
- Good problem solving skills and ability to take initiative.
- Motivated and keen to learn new skills.
- Ability to manage a caseload and delivery of high quality services that enable young people to progress in learning and in work.
- Ability to work with a wide range of clients, including those with SEND.
- Experience in working with diverse communities, including the promotion of equality, recognising and challenging stereotypes, prejudice and discrimination and ensuring these are embedded in working practices.
- Ability to work flexibly including some evenings.
- Ability to work independently, taking responsibility for own work, whilst also contributing to the wider team.
- Ability to negotiate with a range of professionals to ensure delivery of Inspire's services.
- Detailed knowledge of education, training and social benefit support provision for young people and the national statutory framework for these.
- A high level of computer literacy, including the ability to follow instructions for the use of databases and remote applications.
- Flexibility to work across locations and as part of a team.
- A firm grasp and commitment to equal opportunities.