

PERSON SPECIFICATION: CAREERS CO-ORDINATOR & ADVISER

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS & TRAINING	Educated to A level or NVQ Level 3 in appropriate subject area. Excellent numeracy and literacy skills.	NVQ Level 4 in Advice & Guidance First degree	Application Form
EXPERIENCE	Experience of working in an office environment. Proven ability and admin experience.	Experience of working in the educational sector. Experience of working on own initiative.	Application Form Interview References
SKILLS, KNOWLEDGE & APTITUDE	Effective use of ICT packages, e.g. Microsoft Office. Excellent communication and networking skills. Ability to relate to both adults and young people. Ability to motivate and influence others. Ability to command the trust and respect of young people. Ability to prioritise and manage time. Ability to work under pressure in order to manage tasks and meet deadlines.	Ability to work in a co-ordinated way with other staff. Knowledgeable about relevant legislation, such as child protection, confidentiality and equal opportunities. Interest in working with and helping young people to achieve their potential.	Application Form Interview References
PERSONAL ATTRIBUTES	Open-minded and non-judgmental. Bright, friendly, excellent interpersonal skills. Hands-on team player and worker as well as being able to work unsupervised. Confidence in speaking to large groups of adults and young people. Flexible, adaptable and creative in solving problems. Ability to take the initiative and be proactive. Patient and calm, with a good sense of humour. Good health/attendance/punctuality records.	Interest in learning about qualifications, training, employment opportunities and careers. Interest in learning new skills where appropriate.	Application Form Interview References