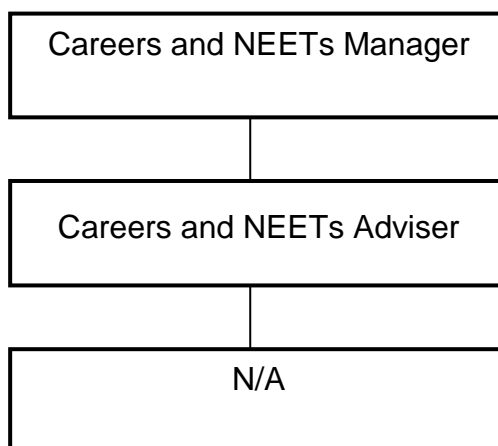




Job Description & Person Specification

Post Title	Careers and NEETs Adviser				
JE Reference	W912	Grade	E+	SCP Range	26-28

Reporting line:



Job Purpose:

Careers and NEETs Advisers are key front-line staff who provide high quality and impartial Careers Education Information Advice and Guidance to young people.

Working in the Careers and NEETs advisory team, the Careers and NEETs Adviser will support young people to overcome barriers and move into education, employment or training, thereby continuing to reduce the numbers of young people who are NEET or becoming NEET within Redcar and Cleveland.

Relationships:

Accountable to: Careers and NEETs Manager

Accountable for: N/A

General Contacts: A range of partner agencies Tees Valley wide that encompasses Schools, Academies and Colleges, The HE Sector, the voluntary sector, training and work programme providers, pupils at school and NEET young people. Colleagues, Members, other Officers of the Council.

Key duties and responsibilities:

1. To provide high quality impartial Careers Education Information Advice and Guidance to young people aged 14 - 19 who have varying levels of need including those from vulnerable groups, for example, those who are open to social care, Teenage Parents, or Young Offenders; to raise aspirations and overcome barriers to learning.
2. To have responsibility for a caseload of young people who are within a school setting or who are not currently in education, employment or training to promote engagement into post 16 activities and support their readiness and decision making in making applications for education, employment or training.
3. To work innovatively with young people in group settings or on an individual basis, ensuring that interventions are well planned and effectively evaluated to meet the needs of the young person. This may include accompanying young people to interviews or college visits.
4. To undertake in depth interviews/needs assessments, including the use of NEET/Early Help Assessments and provide information and referrals to appropriate agencies, acting as the lead professional for whole family working where necessary.
5. To represent the careers and NEETs service at partnership events such as roadshows, EET engagement events and bespoke career events that may include clients under 13 years of age and over 19 years of age that may require careers guidance.
6. To contribute to the achievement of service objectives, including increasing the numbers of young people staying in learning, as outlined through the Government's 'Raising the Participation Age' strategy.
7. To ensure that professional standards and practice are maintained and that responsibility for practice and decision making is undertaken commensurate with the level of experience, knowledge and grade.
8. To participate in ongoing training and development to continually improve services to young people.
9. To deliver services in a flexible and accessible way and participate in evening and weekend work as necessary to meet the needs of the service and service users.
10. To keep and maintain accurate records and be responsible for inputting information of all work undertaken using service IT systems/databases and follow relevant policies and procedures.

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1. To undertake such duties as may be commensurate with the seniority of the post
 2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
 3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal

4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

Last Updated: March 2018

Author: Nicola Hall

POST TITLE	GRADE
Careers and NEETs Adviser	E+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O. A.
	Essential	Desirable	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people that are at risk of becoming or not currently in education, employment or training. • Experience of providing IAG to young people and their parents/carers. • Experience of case recording and action planning, preferably using electronic media. • Experience of working with vulnerable and targeted young people. 		A, I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills (both written and oral). • IT skills, including email and word processing skills. • Organisational and time management skills. • The ability to work independently and on own initiative or as part of a team. • Clear negotiation and decision making skills. 		A, I

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	<ul style="list-style-type: none"> • The ability to undertake assessments of young people and develop appropriate action plans according to assessed need in order to support progression. • The ability to establish effective working partnerships and relationships with other professionals in support of young people • Advocacy for young people. 		
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	<ul style="list-style-type: none"> • Minimum level 6 qualification in Careers Guidance and Development or equivalent (IAG) • Comprehensive knowledge and understanding of IAG and related legislation and guidance. • Knowledge of statutory requirements in relation to young people, including those from vulnerable groups, e.g. EHC plans September Guarantee • Knowledge of safeguarding legislation and procedures, including Early Help Assessments 	<ul style="list-style-type: none"> • Understanding of the concept of Performance Management at both an individual and organisational level. 	C, A, I
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. • Strong team player, committed to an ethos of continuous improvement. • Full driving licence 	<ul style="list-style-type: none"> • Willingness to transport young people and to engage in activities alongside them. • Evidence of own continuous personal and professional development. 	A, I, C
COMMITMENT TO EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to equal opportunities and the ability to recognise the needs of different service users. 	<ul style="list-style-type: none"> • Evidence of having completed training in equality and diversity awareness 	A, I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	<ul style="list-style-type: none"> • Commitment to provide a customer-focussed service 	<ul style="list-style-type: none"> • Evidence of surpassing customer expectations or service targets / goals 	A, I

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METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE

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