

Job Description

Post Title: Personal Adviser, Careers and Guidance Service (A4800)

Evaluation: 520 Points **Grade: N7**

Responsible to: Senior Practitioner, Careers and Guidance Service

Responsible for: N/A

Job Purpose: Provide an impartial careers information, advice and guidance service for a caseload of targeted young people to support their progression into and retention in employment, education and training, and their access to personal development opportunities and activities as appropriate.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assist with the coordination and continuous improvement of local area service delivery for young people in respect of targeted services, by liaising with networks, partner agencies and other professional groups as required.
2. Provide tailored and specialised professional support to young people in schools, through group based and individual careers education and guidance programmes in order that they are equipped to make informed and appropriate choices about suitable options and opportunities.
3. As part of a duty team, provide information, advice and guidance in an open access setting, dealing with bulk non-scheduled client queries and scheduled appointments.
4. Contribute to KPIs for NEET, Unknowns, September Guarantee and the annual Activity Survey, using school and LA data to monitor progress and achievement.
5. Provide professional advice and support to careers leaders and partners within school settings including developments within CEIAG locally, regionally and nationally.

6. Develop and deliver projects, specific responses to identified needs and bespoke learning packages and courses to young people (one to one and in groups) in a range of settings, including residential, as required.
7. Lead the delivery of targeted support for vulnerable young people, including working with other key agencies on early identification and prevention.
8. Manage a caseload of young people, providing direct support and advocacy as required and monitoring their progress in education, employment and training within an agreed quality assurance and performance management framework, including effective use of management information tools and systems.
9. Provide information and support to young people and their families to enable them to access benefits and other financial support, including specific support for learning and skills training.
10. Negotiate Partnership Agreements and delivery plans with relevant agencies and, where required, act as the link/named practitioner in respect of impartial information, advice and guidance services.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.