

Aspire-igen is committed to helping individuals, organisations and communities succeed through learning and work.

We have an excellent reputation with schools and colleges for delivering a quality, first class careers services.

We work hard to understand the needs of our customers and work with them to achieve a robust programme of Careers, Education, Information, Advice and Guidance that achieves across all eight Gatsby Benchmarks and the best possible outcomes for young people.

We are recruiting:

**L4 IAG Qualified Associate Career Guidance Professionals (Shine)**

**L6 or 7 IAG Qualified Associate Career Guidance Professionals (Shine)**

*Positions are available as a self-employed associate; our rates of pay are extremely competitive. We will also consider employing staff on a permanent basis on a full time or part time basis.*

In the following areas :

**Newcastle and Northumberland as well North Yorkshire, City of York and West and South Yorkshire**

As our reputation grows, so does our successful Shine Careers IAG Service and so we are delighted to offer opportunities for qualified careers professionals to join our team either on part-time, full time or self-employed associate basis.

If you are passionate about CEAG, a qualified careers guidance practitioner to Level 4, Level 6 or Level 7 and have experience in the delivery of careers advice and guidance services to young people in education, pre and post 16 then we would like to hear from you

The main focus of Shine is delivering good quality careers information, advice and guidance services to young people in secondary schools and colleges, and supporting teachers and Senior Leaders with their careers learning provision.

We know that our reputation is built upon the expertise and passion of our careers practitioners so when you join the Shine Careers Services you join a team and network of careers professionals who share best practice and resources. As a member of our team you can expect full training, support, advice and resources to help you in your work and access to continuing professional development.

We are particularly keen to hear from applicants able to work in Newcastle and Northumberland.

For more information or if you would like to have an informal chat about the roles please contact Stephen Flatley, Shine Careers service Manager  
E:stephen.flatley@theopportunitycentre.com  
T:07708 473942

## Application Process

A full job description and a complete list of our current vacancies are available on our website <https://about.aspire-igen.com/join-us/>

**Closing date:**  
Ongoing

*All positions are subject to the Rehabilitation of Offenders Act (Exemptions Order) 1975 and as such it will be necessary for a submission for an Enhanced Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions, cautions, warnings and reprimands*

*Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.*

*Aspire-igen is an equal opportunities employer. We wish to encourage the recruitment of staff from under-represented groups to apply for the advertised positions. Aspire-igen will seek to recruit the best candidate for the job based on merit. The recruitment and selection process will ensure the identification of the person best suited to the job and Aspire-igen.*

**No Agencies Please**

## ROLE DESCRIPTION

**TITLE: Associate Careers Guidance Professional (Shine)**

The following information is furnished to assist staff joining the Company to understand and appreciate the work content of their role and the role they are to play in the organisation. However the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the role, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

### Prime Objectives of the Post:

- To provide information, advice and guidance services to young people in pre and post 16 education and learning settings in line with service level agreements.

**Supervisory/Managerial Responsibilities:**

- None

**Supervision and Guidance:**

- Responsible to a designated supervisor
- Personal initiative is expected to be exercised, referring complex problems or policy queries to the supervisor

**Range of Decision Taking**

- Range of decision making in connection with duties

**Responsibility for Assets, Materials etc:**

- Confidential records held in relation to clients
- Consumable office items, reference books, portable computer equipment and some audio/visual equipment

**Range of Duties:**

1. Deliver careers advice and guidance to a caseload of young people, as agreed with the commissioning organisation and Aspire-igen supervisor, using a range of approaches including individual interviews, classroom-based group activity, telephone, text, email, web based technologies, careers interest inventories and diagnostic tools.
2. Contribute to the planning and review of service level agreements and schedules with schools, colleges and other agencies.
3. Create and update schedules of activity monthly
4. Involve young people in the evaluation and review of services as agreed through service level agreements and the supervisor
5. Deliver other information advice and guidance services as specified in the service level agreement, e.g. participation in parent/carers events, supporting school based careers and enterprise activities
6. Liaise with and make referrals to other agencies as appropriate
7. Record client information in designated client information systems
8. Ensure that all activities are evaluated as agreed through service level agreements and the supervisor
9. Participate in contracted professional development activities

10. Keep professional knowledge up to date and relevant to role and keep an up to date record of continuing professional development activities (CPD)
11. Positively promote the company's services to customers and service users
12. Ensure that own and other colleagues are working in a safe and healthy environment and assess for potential risks, taking preventative action where appropriate

## **General**

1. Comply with the Company's Equal Opportunities and Diversity policies
2. Comply with health and safety legislation and take all reasonable steps to ensure adherence to the Company's Health and Safety policies and procedures
3. Carry out the requirements of the Contract with reasonable skill, care and diligence, in accordance with the Contract
4. Ensure all Aspire-igen records, procedures and policies, financial and business plans are not copied or disclosed to other bodies without the explicit agreement of the Managing Director of the Company.
5. Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equality & Diversity in the workplace and other relevant employment legislation.

## **ROLE SPECIFICATION**

**TITLE:** Associate Careers Guidance Professional (Shine)

Aspire-igen is an equal opportunities employer and requires its employees/associates to carry out its policies in terms of equal opportunity for employment and access to the Company's services.

The following is a summary of the criteria we will use to shortlist and select applicants indicating where they are essential or desirable and how they will be identified:

### **Experience**

<i>Essential:</i>	Planning and delivering individual and group based careers information advice and guidance to young people in pre and post 16 learning provision	Application/Interview
	Able to organise own workload and work to deadlines	Application/Interview
	Demonstrable commitment to customer requirements	Application/Interview

Partnership working	Interview
Planning, working to and reviewing service level agreements	Application/Interview
Gathering and acting on feedback from young people and other stakeholders	Interview
Able to record client work on client record databases	Interview
Experienced user of ICT and web based CEIAG resources	Application/Interview

## Qualifications

<i>Essential:</i>	Qualified to a minimum NVQ 4 Advice & Guidance /equivalent in Information, Advice and Guidance (e.g. Level 4 IAG; CAG; Dipl CIA; LDSS)	Application/Certificate
<i>Desirable:</i>	Qualified to Level 6 career guidance qualification (QCG/DCG, or the equivalent Level 6 qualification accepted for entry onto the CDI professional register)	Application/Certificate
<i>Desirable:</i>	Careers Interest Inventories/psychometric testing experience	Application /Certificates

## Training

<i>Essential:</i>	Evidence of commitment to CPD Willingness to undergo training as required	Application /Interview Interview Interview
<i>Desirable:</i>	Committed to achieving a Level 6 or 7 qualification in career guidance if not already achieved.	

## Special Knowledge

<i>Essential:</i>	KS3-5 curriculum and national guidance on careers education, information, advice and guidance, enterprise, employability and work related learning	Application/Interview
	Options for young people at key transition points	Interview

	Legislation relevant to working with young people, Equal Opportunities, Data Protection, Health and Safety, Child Protection, Substance Misuse	Interview
	Up to date understanding of the labour market for school and post 16 learners/leavers	Interview
	The Mission, Vision and Values of Aspire-igen	Interview
<i>Desirable:</i>	Local knowledge, as appropriate to the requirements of the contract	Interview

## **Disposition and attitude**

<i>Essential:</i>	Able to establish good working relationships in education settings	Interview
	Able to demonstrate initiative and creativity to develop working practices to meet the needs of the client group including being able to motivate and inspire young people	Interview
	Open to feedback in order to develop and make improvements to own practice	Interview
	Reliable and able to carry out tasks within deadlines	Interview
	Discrete and demonstrates commitment to confidentiality in a commercial environment	Interview

## **Personal Circumstances**

<i>Essential:</i>	Satisfactory Enhanced DBS Disclosure	DBS Certificate
	Able to travel to sites as required by the contract	Covering Letter/Interview

## **Equal Opportunities & Diversity**

<i>Essential:</i>	An acceptance and commitment to the principles of the Company's Equal Opportunities policies and practices	Interview
	An understanding and acceptance of the importance of diversity at work	Interview

