

**Job Description & Person Specification**

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| **Post Title** | Careers and NEET (Not in Education, Employment or Training) Adviser | | | | |
| **JE Reference** | W912 | **Grade** | E+ | **SCP Range** | 26-28 |

**Reporting line:**

Head of Employability

Careers and NEET Team Leader

Career and NEET Adviser

# **Job Purpose:**

Careers and NEET Advisers are key front-line staff who provide high quality Careers Information Advice and Guidance and employability support to young people.

Working within the Education Service, the Careers and NEET Adviser will support young people to overcome barriers and support them to move into education, employment, or training, thereby continuing to reduce the numbers of young people who are at risk of NEET or those who become NEET within Redcar and Cleveland.

# **Relationships:** A range of partner agencies that include Schools, Academies,

# Colleges and Training Providers, The Youth Offending Service, Social Care, Early Help, The Virtual School, Jobcentre Plus, Youth Employment Initiatives, specialist support services and community and voluntary sector organisations.

**Accountable to:** Careers and NEET Team Leader

**Accountable for:** N/A

**General Contacts:** Young people 15 -18 years and those up to 25 years with an education, health, and care plan (EHC plan), parents and carers, key contacts in partner agencies, colleagues, Council officers and elected members.

# **Key duties and responsibilities:**

1. To provide high quality Careers Information and Advice, and Guidance (Level 6 qualified) to young people from Year 11 up to 25 years with an EHC plan, who have varying levels of need including those from vulnerable groups, for example, those who are open to Social Care, Teenage Parents, or those working with the Youth Offending Service; 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 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 / training provider 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 where appropriate.
5. To represent the Careers and NEET Service at partnership events such as roadshows, EET engagement and bespoke careers events.
6. To contribute to the achievement of service objectives, and quality standards including increasing the numbers of young people staying in learning, as outlined through the Government’s ‘Raising 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.
11. To undertake such duties as may be commensurate with the seniority of the post
12. To ensure that the Council’s corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures
13. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
14. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
15. 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
16. 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
17. To ensure the highest standards of customer care are always met
18. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
19. To ensure that the highest standards of data quality is achieved and maintained for the collection, management, and use of data
20. 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 need safeguarding.

**Last Updated:** January 2022 **Author:** Amanda Olvanhill

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| **POST TITLE** | **GRADE** |
| Careers and NEET Adviser | E+ |

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| **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. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Experience of working with young people who are at risk of becoming or not currently in education, employment, or training. * Experience of providing careers information and advice to young people. * Experience of case recording and action planning, preferably using electronic media. * Experience of working with vulnerable and * targeted young people. | * Experience of delivering personal careers guidance to young people. | A, I |
| **SKILLS AND ABILITIES** | * 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 using own initiative or as part of a team. * Clear negotiation and decision-making skills. * The ability to undertake assessments of young people and develop appropriate action plans according to assessed need to support progression. * The ability to establish effective working partnerships and relationships with other professionals in support of young people * Advocacy for young people. |  | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Minimum level 4 Diploma in Career Information and Advice. * Comprehensive knowledge and understanding of IAG and related legislation and guidance. * Knowledge of safeguarding legislation and procedures. | * Level 6 Diploma in Career Guidance and Development (will be enrolled on employment start). * Understanding of the concept of Performance Management at both an individual and organisational level. * Knowledge of statutory requirements in relation to young people, including those from vulnerable groups. | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the service. * Strong team player, committed to an ethos of continuous improvement. * Ability to travel across the Borough of Redcar and Cleveland. | * Evidence of own continuous personal and professional development. | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users. | * Evidence of having completed training in equality and diversity awareness | A, I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service |  | A, I |

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

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