

JOB DESCRIPTION

Post Title: Careers Adviser		Director/Service/Sector: Wellbeing and Community Health Directorate, Learning and Skills Service		Office Use
Grade: 6		Workplace:		JE ref: 2929 HRMS ref:
Responsible to: Careers and Education Manager		Date: May 2015	Manager Level:	
Job Purpose: To work within a team to provide impartial, co-ordinated and individualised careers information, advice and guidance for a caseload of vulnerable young people on a 1:1 basis to enable, encourage and assist them to participate; to negotiate a learning and personal development plan through liaison with colleagues and partners; and to record activity on the relevant database.				
To provide impartial IAG to young people at school or other provision through a Service Level Agreement as required				
Resources		Staff	Supervision of admin / support staff for specific projects	
Finance		None		
Physical		Interrogation and manipulation of sensitive and confidential data.		
Clients		Vulnerable young people aged 16-18 (Years 12 and 13); Year 11 in school at risk of NEET; and Year 11 EOTAS; and in specified target groups		
Duties and key result areas:				
<div>1. To engage with vulnerable young people on a regular unsupervised 1:1 basis, to identify and address their needs, to motivate and challenge, and to offer impartial information, advice, guidance and support on personal, emotional and educational issues, learning, career options, volunteering and personal development opportunities.</div> <div>2. To liaise with colleagues including SEND team, and partners including voluntary and community agencies to support and refer young people who are NEET into appropriate participation.</div> <div>3. To liaise with colleagues and partners including voluntary and community agencies to identify and negotiate support for young people who are at risk of becoming NEET, including those facing substantial or multiple problems preventing them from engaging in learning.</div> <div>4. To identify and negotiate barriers which may prevent the progression of vulnerable young people, to liaise with colleagues and partners including voluntary and community agencies and to refer or signpost to specialist services.</div> <div>5. To develop and agree a personalised pathway and programme of learning with the young person and relevant partners, including work placement and independent travel training as appropriate.</div> <div>6. To support the young person's progression to, and retention in, appropriate learning provision.</div> <div>7. To maintain accurate and timely National Customer Identification System (NCCIS) client records on the relevant database-</div> <div>8. To adhere to the Local Authority's data sharing policy for young people and to provide relevant information to providers to assist initial assessment and support planning.</div>				

9. To liaise with high schools, special schools, academies and other learning providers to ensure timely referrals, to ensure up to date knowledge of provision and to access relevant data to update client records.
10. To keep up to date with legal requirements and policies which affect vulnerable young people, including benefits and bursaries.
11. To ensure that the Local Authority fulfils its statutory duty to meet the Careers Information, Advice and Guidance (IAG) needs of vulnerable young people.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Frequent travel within locality area and occasionally across county.

Careers Adviser caseloads will be based on 4 geographical localities within Northumberland.

Working patterns: Flexible working which will include some evening working

Working conditions:, Mobile working, visiting providers or working 1:1 unsupervised in a variety of settings

PERSON SPECIFICATION

Appendix 2

Post Title: Careers Adviser		Director/Service/Sector: Wellbeing and Community Health Directorate, Learning and Skills Service		Ref:	
Essential		Desirable			Assess by
Knowledge and Qualifications					
<ul style="list-style-type: none">• Understanding of issues and barriers facing vulnerable young people in their transition to adult and working life.• Ability to prioritise the needs of young people.• Knowledge and experience of working with other relevant professional organisations.• A working knowledge of LMI and Careers Information, including apprenticeships and training, further and higher education options.• An understanding of the impact upon young people’s lives of their career choices.• Ability to communicate, manage time and manage caseload using ICT.• Level 6 Qualification or Level 7 Diploma in Careers Information, Advice		<ul style="list-style-type: none">• Understanding of relevant legislation affecting young people’s services.• Awareness of current developments / trends in educational and youth support practice.• Good interpersonal and presentation skills.• Good time management and work prioritisation skills.• Degree level qualification or equivalent.•			(a and i)

and Guidance.		
Experience		
<ul style="list-style-type: none"> • Working 1:1 with vulnerable young people aged 16-18 in a range of settings. • Team and partnership working. • Problem solving in a variety of situations. • Use of IT in a mobile working situation. • Current, clean driving licence. 	<ul style="list-style-type: none"> • Engaging on a one to one basis with vulnerable young people aged 13-19 in informal settings. • Actively engaging young people in decision making process. • Proactive and innovative approaches to working practice. • Knowledge of key local authority partners, stakeholders, and providers involved in post 16 education, training and care. 	(a and i)
Skills and competencies		
<ul style="list-style-type: none"> • Ability to work on own initiative • Work systematically, able to organise self and plan and prioritise workload independently. • Write clearly and manage data accurately. • Deal appropriately with a range of complex and sensitive issues. • Assimilate information from a variety of sources. • Interpret, investigate, confirm and explain findings and relevant policies to young people and their families. • Communicate with young people and their families on sensitive issues • Ability to develop relationships with community organisations and to work from a range of non-Local Authority venues 		(a, r and i)
Physical, mental and emotional demands		
<p>Pressure from deadlines and conflicting / changing demands and priorities.</p> <p>Management of expectations or demands from young people and their families.</p>		(r and i)
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits