



## Person Specification

Job Title: <b>Careers Adviser</b>		Department: <b>Progression Team</b>	
<b>Feature Sought</b>	<b>Essential Requirement</b>	<b>Desirable Requirement</b>	<b>Assessment Method</b>
<b>Qualifications</b>	L3 qualifications (A Level/BTEC) Level 6 or above qualification in Careers IAG (or currently training towards)	Honours Degree	Certificates
<b>Experience</b>	Providing Careers IAG in an education setting Working with young people Building and maintaining professional networks and relationships Liaising with multiple stakeholders Working with people with diverse interests and skills	Providing Careers IAG to 16-19 year olds in a sixth form college setting UCAS & Apprenticeship application process Developing a careers programme and organising events Providing careers support for learners with SEND	Questioning References
<b>Knowledge &amp; skills</b>	Knowledge of Gatsby Benchmarks, UCAS and Apprenticeship application processes Up to date knowledge of labour market, employability skills and career pathways Strong communication, interpersonal and presentation skills Excellent IT skills – particularly Word, Excel, Outlook Strong administration and record keeping skills Proven ability to plan and prioritise tasks to meet deadlines and achieve objectives Ability to empathise with, motivate, inspire and relate to young people	Knowledge of safeguarding Working knowledge of Careers Hubs Knowledge of Careers statutory guidance for FE Knowledge of Further and Higher Education options local to the college Ability to track progress, report on and evaluate outcomes Ability to delivering training/CPD Experience of using Microsoft apps	Certificates Questioning Task References
<b>Personal Qualities</b>	Organised Collaborative Confident Flexible Team player	Calm under pressure Sensitive	Questioning References
<b>Motivation &amp; Expectations</b>	Self-motivated and target driven Keen to develop high-quality provision Genuine enthusiasm for working with young people Willing to work across the HLA Trust with all secondary/primary school partners	Student-centred approach Commitment to ongoing CPD	Questioning References