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|  | Careers Officer  |
|  | (1year Fixed Term Contract)  |
| Reporting to:  | Careers Leader  |
| Working Hours:  | Full Time (37.5 hours per week)  |
| Salary:  | Scale point 17-22 (currently £22,533 - £26,342)  |
| Position Code:  | PC S4  |
| Annual Leave:  | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas  |

Job Purpose

Working as part of the Student Development Team, the Careers Officer will support the delivery and development of Plumpton College Careers Strategy and Careers Programme working within professional frameworks of good practice.

The post holder will contribute to the achievement of the College’s strategic aims, including Gatsby Benchmarks in order for students to develop long term career management skills and to progress into further and higher education, apprenticeships and employment.

The Careers Officer will provide a range of impartial career guidance services to students as directed and will work in close collaboration with College staff, employers, training providers and external partners to facilitate student progression.

1. College Duties

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| a.  | Provide impartial careers education information advice and guidance in compliance with CDI code of ethics to all Plumpton students, this includes 1:1 personal guidance appointments (virtual & in person), group sessions, email & telephone guidance.  |
| b.  | Work to set targets and manage own caseload of 1:1 referrals and bookings, producing action plans, recording details on college systems, following up referrals, advocacy and ensuring evaluations are completed by students following 1:1 sessions to obtain feedback on service provision.   |
| c.  | Assist with all aspects of internal UCAS applications process including 1:1 application support, personal statement advice and workshops, interview preparation, advocacy and some administrative responsibility for UCAS applicant management system.   |
| d.  | Provide workshop sessions when required, which may include CV & cover letters, university, employment and apprenticeship application support, mock interview preparation.  |

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| 1. Support the Careers Leader and wider student development team with all aspects of work involved in administration and organisation of internal careers & employability events, including Swap Don’t Drop, Raising Aspirations Week, Progression and Next Steps, Recruitment & Destinations, Departmental Careers Fairs.

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| 1. Support the Careers Leader to develop and innovate content for the Tutorial Programme and work closely with Progress Coach Team to support student referrals for personal guidance and enhance student experience and enable the development of student long term career management skills.

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| 1. Assist the Careers Leader to strengthen and build upon all internal cross college relationships including all curriculum departments, HE team, business development team and work experience team to promote and ensure maximum impact of careers programme, the support available to students and take up of all events and activities on offer for students.

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| 1. Assist the Careers Leader and wider student progress and development team with the delivery and data reporting for specific projects in collaboration with external partners such as UniConnect and ESIF.
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| 1. Represent the Careers team at local and national network meetings when required to share good practice, information and ideas.
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| 1. Respond to internal referrals and external email queries in the Careers inbox from students, parents, staff and potential applicants.
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| 1. Record monthly stats and assist Careers Leader to compile termly statistics for 1:1’s, events and employability activities and contribute to termly Compass returns.
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| 1. Help to create and promote content for Careers Hub internal online newsfeed and external updates for marketing, college staff, parent and employer newsletters.
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| 1. Create and update regular job vacancy/apprenticeship bulletin for students from information provided.

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| 1. Assist the Careers Leader and wider student progress and development team to develop and strengthen relationships with local and national land-based employers, working towards a talent recruitment pipeline and recruitment activities for graduating students.

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|  o. Assist with ordering and arranging physical resources in the progression and careers hub office e.g. prospectuses, leaflets, career resources and notice boards.  |
| 1. To liaise and work with external agencies and partners such as training providers, employers, HE institutions and others to enhance and support learner employability and progression.
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| 1. To work proactively and positively in completing tasks required within the job role ensuring a high level of customer service/efficiency.
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| 1. To communicate effectively within department, and liaise professionally with other departments and external contacts as required: face to face, telephone, written and virtual communications.

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| 1. To demonstrate a high degree of professionalism in time keeping, adhering to deadlines and actively participating in your team.
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| 1. Participate in marketing and promotional activities on behalf of the College, as required.

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| 1. To follow the College’s quality assurance systems.
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| 1. To adhere to the college’s Safety Policy, ensuring that appropriate safety standards are maintained during all the college’s activities.

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1. Quality Improvement

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| a.  | Maintain quality monitoring systems and provide data to help to produce timely reports on student use and participation with the careers hub when required.  |

1. Continuous Professional Development

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| a.  | Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.  |
| b.  | Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.  |
| c.  | Work within professional CDI framework and adhere to code of ethics.  |

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| Essential criteria for the post  |
| 1. Current professional knowledge of careers guidance sector, CDI Framework & Code of Ethics and Gatsby Benchmarks.
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| 1. Experience of delivering impartial 1:1 personal guidance to young people and adults in an education or employability setting.
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| 1. Experience of providing ongoing support to clients, advocating and negotiating on their behalf.
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| 1. Experience of working at pace to achieve set targets and enable clients to meet career related needs.
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| 1. Highly organised, effective and independent, able to think and respond quickly and calmly under pressure
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| 1. Excellent spoken and written communications skills, good presentation skills and professional manner.
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| 1. Highly developed sense of empathy and excellent listening skills.
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| 1. Very good attention to detail & accuracy, ability to produce clear action plans for students, keep accurate records and provide reports.
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| 1. Ability to solve problems and deal with challenging situations in a professional manner.
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| 1. Working knowledge of safeguarding referral procedures and GDPR standards.
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| 1. Very good IT skills and working knowledge of MS Office suite.
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| 1. Being able to work as part of a team and autonomously when required.
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| 1. Willing and to work evenings and weekends on occasion.
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| 1. Maths and English GCSE Grade 4 or Level 2 Functional Skills equivalent.
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| Desirable criteria for the post  |
| 1. OCR/QCF/NVQ L4 Diploma Careers Information & Advice – (must be willing to work to Level 6 Diploma in Careers Guidance and Development) with at least 2 years’ experience in the sector.
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| 1. CDI Career Leadership Certificate
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| 1. Membership of a relevant professional body (e.g. AGCAS, CDI).
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| 1. Experience of marketing and social media promotion.
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| 1. Experience of ProSolution (Compass) or other student records-based systems.
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| 1. Experience of project coordination and management.
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CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Other benefits include a cycle to work scheme, access to our Employee Assistant Programme and a range of staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal