

Careers Adviser

Department:	Children, Young People, Education and Skills (CYPES)
Section:	Young People, Further Education, Higher Education and Skills
Reports to:	Careers Guidance Manager
JE Ref:	CYP1152
Grade: CS10	JE Date: 11/08/2023

Job purpose

The purpose of the role is to provide all age Careers information, advice and guidance through individual 1:1 appointments and to groups.

This includes providing careers guidance to adults and working in schools providing 1:1 careers guidance appointments as well as delivering workshop sessions. Along- side this role, a Trainee Adviser will be supported to obtain their level 6 Careers Guidance qualification.

Job specific outcomes

1. Provide expert impartial careers guidance through 1:1 interviews and group work with clients of all ages including:
 - a. individuals who are currently employed and looking for a change of career.
 - b. individuals who are out of work and looking to gain employment.
 - c. Young people in education such as school, college or university and also recent graduates.
 - d. Year 9 to year 13 students – compulsory 1:1 advice and guidance appointments including options and next steps.
 - e. Supporting lifelong learning by providing information on further and higher education options to young people and mature individuals.
 - f. Work with specific client groups, for example: Mums returning to work.
2. Design lesson plans and deliver audience specific workshops and presentations that are innovative and interactive. These are delivered to schools and outreach services.
3. Supporting lifelong learning by providing information on qualification/training routes including professional qualifications, further and higher education options to people of all ages.
4. Stay Updated on Industry Trends: Acquiring and updating and broad range of knowledge on employment and education opportunities (on and off-island), trends in

labour market, recruitment processes through independent research (online, through career resources), weekly employer visits

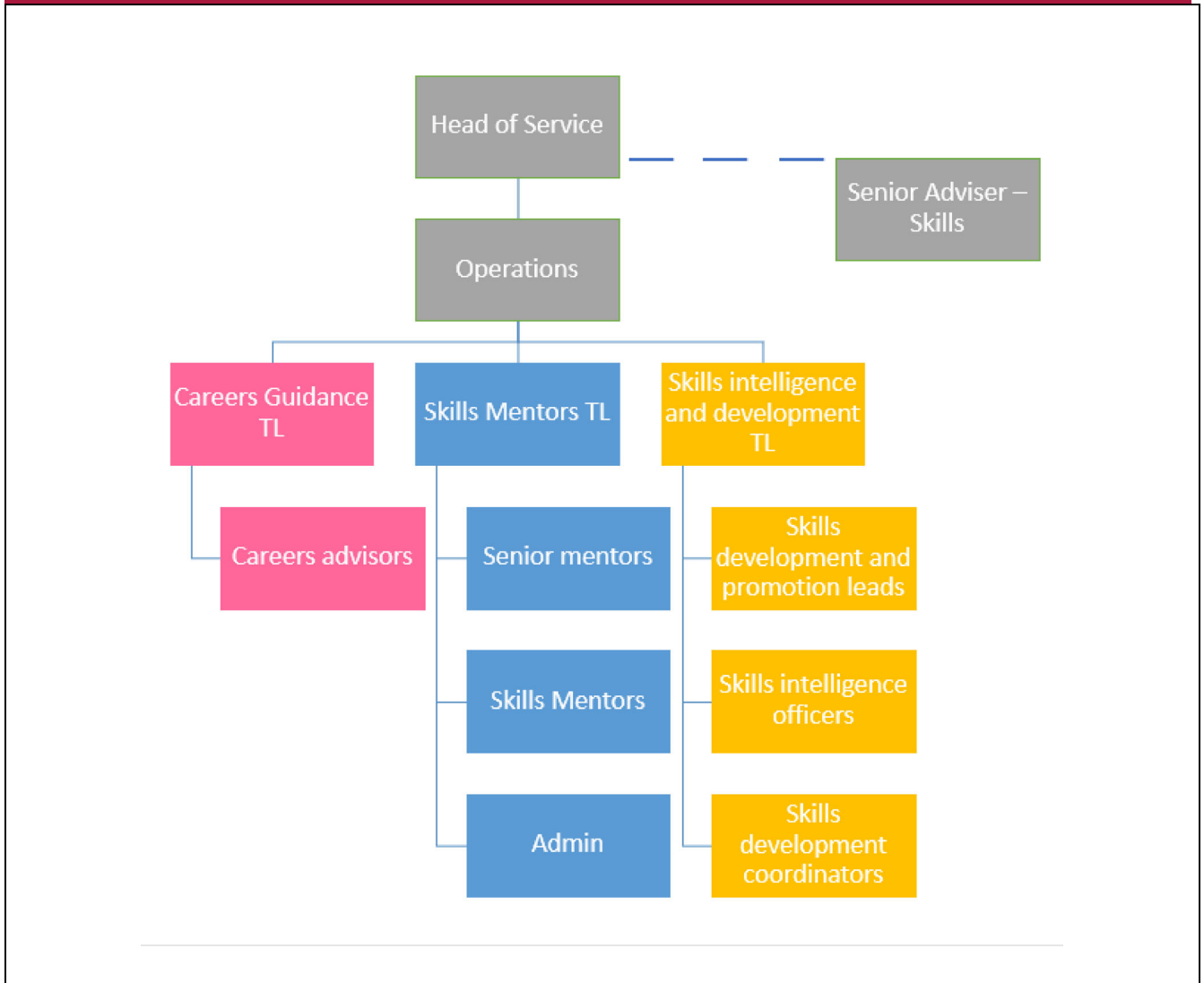
5. Develop and maintain links with the island’s commercial and industrial sectors through regular contacts and visits. Promote positive employer attitudes towards the department’s work
6. Collaborate with Stakeholders: Work closely with individuals, their supervisors or managers, and other relevant stakeholders to align skill development efforts with organizational goals and objectives.
7. Document and Maintain Records: Keep accurate records of individuals' progress, skill assessments, and mentoring sessions. Prepare reports as required to track the impact of the skills mentoring program

Statutory responsibilities
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time. <Delete the following statement if not applicable> This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.
Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)
<ul style="list-style-type: none"> • List the primary service areas that are accountable to the role • XX • XX
Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree level qualification or equivalent qualification, as post graduate qualification is compulsory for this role (but can be achieved in trainee advisor post).	A Professional Advice and Guidance qualification e.g. QCG (Post Graduate Level 7 qualification) is desirable as essential for the role. NVQ4 Advice and Guidance
Knowledge	<p>Up to date knowledge of the careers curriculum in order to support with the provision of the careers education sessions in schools and colleges</p> <p>A proven track record within a relevant area of work which includes; one to one interviewing, delivering advice and guidance, presenting in large and small groups, delivering workshops.</p> <p>Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p>	<p>Possesses or has the ability to acquire a specialist knowledge regarding employment, education opportunities (on and off-island), and qualification frameworks trends in labour market, recruitment processes.</p> <p>Knowledge of Careers Curriculum and Careers Education Programmes</p> <p>Working knowledge of careers education and employment related issues and developments to ensure the quality and accuracy of the information and guidance provided.</p> <p>Working knowledge in any of the following areas would be beneficial:-</p> <ul style="list-style-type: none"> • Health and safety • Employment law • Risk management • Data protection
Technical / Work-based Skills	Driving license	Experience delivering online training through

	<p>Strong communication skills required, to promote collaborative working within the teams.</p> <p>Excellent time management skills.</p>	<p>various IT and social medica platforms</p>
General Skills/Attributes	<p>Excellent written and verbal communication</p>	
<p>Experience This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>A proven track record within a relevant area of work which includes; one to one interviewing, delivering advice and guidance, presenting in large and small groups, delivering workshops</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.