Person Specification – CAREERS ADVISER (Employability)

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	• Level 6 Careers guidance and development qualification.		Application Form Pre-employment checks Interview Process
Experience/Knowledge	• Experience of delivering CEIAG in an education setting. Experience of delivering guidance interviews.in educational settings.	• Experience of group work delivery • Experience of organising events. • Experience of working in a 6th form/FE College setting. • Experience of arranging work experience placements.	Application Form Interview Process References
Skills and Abilities	• Ability to carry out individual guidance interviews • Ability to carry out group guidance. • Ability to create and maintain partnerships with colleagues, parents, students, University staff, and employers. • Ability to prioritise own workload, particularly during very busy periods • Excellent written and oral communication skills. • Good record keeping and organisational skills. • Ability to work independently and as part of a team.	• Experience with Microsoft Office Packages, including Excel. • Ability to carry out statistical analysis on data. • Willingness to lean new IT packages. Willingness to learn Disclosure & Barring Service record checks.	Application Form Interview Process References
Personal Qualities	• Able to support and make a contribution to the mission of the College. • Flexible approach to working routines and practices. • Good record of attendance and punctuality. • Appropriate professional appearance.	• Empathy with 16-19 age group. • Confidence to present to groups of students, teachers & other staff as required. • Confident networking skills.	Application Form Interview Process References
Other	• Be suitable to work with children and support effective safeguarding of all young people throughout the College. • Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc. • Willingness to undertake ongoing CPD.	• Full driving licence. • Access to own vehicle.	Application Form Interview Process