

Job Description

Post: Careers and Progression Officer

Summary of Post: To lead a client-centred vocational progression programme of careers education. Providing comprehensive information, advice, guidance and careers education. To support progression of existing and potential students to internal college programmes, employment, Higher Education, partner organisations or self-employment.

Specific Duties:

1. To advise the senior leadership team on the delivery of careers guidance activities and progress towards complying with the Gatsby Benchmarks.
2. To support the Group Careers Leader in the dissemination and delivery of the Group Careers & Progression Strategy.
3. To work with the senior leadership team on the development and implementation of a local CEIAG delivery plan.
4. To support the Kent & Medway Careers Hub as a local college of the EKC Group.
5. To complete annual Compass Assessments as part of the quality assurance for the delivery of careers advice and guidance at a local college level.
6. To work with the Group Careers Leader and the Careers & Enterprise Company (CEC) on careers related projects.
7. To support the Matrix quality assurance process across the Group as required.
8. To provide quality impartial careers information, advice and guidance (IAG) to all students; past, present and potential; and to members of the local community.
9. To provide impartial information, advice and guidance through individual and/or group interactions.
10. To understand the implication of a changing education and work landscape for careers guidance, e.g. T levels and HTQs.
11. To identify and utilise sources of information to gain contact details for local employers with suitable vacancies for our students. To build and maintain a database of employers and student destination information.
12. To lead a careers and progression programme for all full-time learners.

13. To attend external professional meetings and disseminate information to the team as and when required.
14. To liaise with external guidance services.
15. To attend Open Days (both internal and external), college promotional events and participate in the college enrolment process. To attend events, forums and meetings where networking opportunities are available to secure relationships with employers.
16. Maintain regular contact with local employers to promote our services and students towards securing employment through their vacancies.
17. To have a flexible approach to duties to meet the requirements of a responsive service.
18. To support with the promotion of the college services using social media and other appropriate marketing strategies.

General Duties and Responsibilities:

To participate in the staff support & development scheme and to undertake training based on individual and service needs.

1. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
2. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
3. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
4. To undertake continuing professional development to support our culture of continuous improvement.
5. To partake in quality assurance systems.
6. To meet minimum relevant occupational standards.
7. To keep up to date with the skills required to fulfil the role.
8. To undertake any other duties commensurate with grade as may be reasonably requested.
9. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	An understanding of Career Education and Guidance work in a Further Education environment.	✓	✓	6
2.	An ability to engage and interact with employers and match students to appropriate vacancies.	✓	✓	6
3.	Ability to self-evaluate learning needs and actively seek learning opportunities	✓	✓	6
4.	Working knowledge of relevant policies/codes of practice and awareness of relevant legislation/Gatsby Benchmarks	✓	✓	6
5.	Awareness of local and national organisations that can provide support with delivering a careers programme		✓	6
6.	Confident in delivering group-works/presentations to groups.	✓	✓	6
7.	Ability to work well within a team, and support colleagues. Strong interpersonal skills with the ability to work and network effectively with others.	✓	✓	6
8.	Demonstrate strong administrative skills and recording of information electronically and paper based.	✓	✓	4
9.	Excellent communications skills, both written and oral (students, parents, staff, outside agencies)		✓	6
10.	Proficient in the use of computer packages, including Microsoft Office Suite.	✓	✓	4
11.	A flexible and creative approach with a commitment to Careers and employment guidance.		✓	4
12.	A commitment to social inclusion and its relevance to the needs of a diverse student cohort.	✓		4
13.	Driving licence and use of a car, or other appropriate means of travel, subject to the provisions of the Disability Discrimination Act.	✓	✓	2
14.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6

Experience				
1.	Experience in a careers role, ideally in an educational setting.	✓	✓	6
2.	Experience of working with a diverse client group		✓	4
Education				
1.	Level 6 Qualification in Careers Advice and Guidance	✓		6
2.	Maths Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		4
3.	English Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.