**HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE**

**Job Description**

**POST TITLE:** Careers Adviser

**RESPONSIBLE TO:** Student Services Manager

**JOB PURPOSE:** The post holder will report to the Student Services Manager, working proactively across the College to provide high quality and impartial information, advice, guidance and career development opportunities to students. The role will primarily focus on one-to-one meetings to support students aspiring to progress into Higher Education and providing tailored support for students with education, health, and care plans (EHCPs).

**LOCATION:**

South – you will work across the Hereford and Holme Lacy campuses.

**DUTIES AND RESPONSIBILITIES**

* Lead the College’s CIAG (Careers, Information, Advice & Guidance) provision across the South campuses.
* Develop and embed partnerships with the Marches Careers Hub, local authorities, and the Enterprise Adviser.
* Deliver and track one-to-one, group, and event-based CIAG for current students.
* Coordinate the UCAS process, supporting progression to Higher Education.
* Coordinate and deliver high-quality CIAG services from pre-entry through to exit, in line with Matrix, the Gatsby Benchmarks and national standards.
* Collaborate with curriculum teams to develop sector-specific careers guidance.
* Participate in the Careers Advisor Forum, sharing best practice and building links with careers professionals and support staff.
* Maintain up-to-date careers resources for tutorial and workshop delivery.
* Keep up to date with labour market trends and maintain links with employers and professional bodies.
* Identify and support at-risk learners through targeted CIAG interventions.
* Support College events including enrolment, school liaison, taster days, and information sessions.
* Respond promptly to all student enquiries (in-person, phone, email).
* Participate in regular team meetings and provide cover within the Student Services team when required.
* Promote equality, diversity, and safeguarding in accordance with college policy to support an inclusive environment.

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| Education, Qualifications and Training | * Level 4 Information, Advice and Guidance (IAG) * A level 2 qualification in ICT or proven IT skills | * Level 2 Business Administration, or equivalent. * Level 6 Information, Advice and Guidance (IAG) or diploma in careers guidance. |
| Experience | * Experience of school transitions and learner liaison with proven track record of learner progression * Working with multi agency teams. * Data entry to computer-based information systems. * Knowledge and understanding of IAG quality assurance, including Gatsby and Matrix. * Knowledge and understanding of IT and its application to both guidance and administration. | * Knowledge and understanding of FE and HE opportunities. * Experience using the UCAS application system. * Experience in dealing with 16-18-year-olds, as well as 19+. * Working with people from diverse backgrounds ensuring inclusivity. * Helping young people or adults to succeed in overcoming barriers to learning. |
| Skills and Abilities | * Drive, energy and enthusiasm. * Ability to establish rapport with a wide range and variety of people, staff and students. * A learner-centred approach with a proven track record of excellent customer care. * A flexible, adaptable approach with excellent organisational skills. * Good training and presentation skills. * Ability to work as part of a team and on own initiative. * A good working knowledge of external networks and agencies. * Ability to ‘signpost’ young people or adults as appropriate. * A commitment to continuing professional development. * A proactive approach to implementing the College’s Equality & Diversity policy. | * Ability to analyse and evaluate service provision and report findings. * Excellent organisational skills. * A flexible approach to working hours. * Report writing skills. * An ability to multi-task. |
| Motivation and Personality | * Confidence in dealing with people. * Sensitivity and awareness of people’s needs. * Resilience. * Patience/tolerance. | * Sense of humour. |