

Job Description



Job Title:	Casual IAG Careers Adviser
Grade:	20 (£15.48 per hour)
Department/Site Location:	Sheffield
Report To:	CEIAG Co-ordinator
Responsible For	No Direct Reports
Version Date:	January 2024

Job summary:

To provide careers guidance services including information, and advice to young people to equip them to make successful transitions in learning and work.

This casual role enables Sheffield Futures respond to peaks & troughs in workload and provide cover for staff ensuring we can deliver a consistent and professional service to young people in schools.

Key Responsibilities:

Operational

Support to Young People:

- Identify and assess young people's needs in relation to career decision making and transitions
- provide careers guidance services individually and in group settings, including the provision of information on learning and work
- advise on and support applications of Year 11 young people using the online system
- provide information and advice for parents and carers

Management information:

- complete and maintain relevant documentation using CLIVE, assessment and referral forms and documentation as agreed with individual schools and colleges in relation to the careers guidance service being provided
- track learners aged 16 and 17 to collect destination data and to fulfil the September Offer of a place in learning.

Planning and Organising

- Organise specific and effective assessment and referral systems and procedures and produce appropriate documentation
- Organise regular meetings with colleagues and key staff in schools, college, and other providers and community settings
- Plan the effective use of resources to meet the needs of young people and to meet personal and institutional objectives and targets
 - Organise events and activities according to need, based on 1:2:1 delivery and potential group delivery including external events.

Decision Making

- Work in compliance with the company’s policies, procedures and practices
- Make decisions about the most appropriate interventions and actions required to meet the needs of young people

Communications

- Work effectively alongside and communicate with staff within Sheffield Futures and schools.
- Ability and confidence to advise, negotiate and influence

General:

- In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.
- The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues or visitors who might be affected by any act or failure to act by the post holder in accordance with Health and Safety at Work.
- The post holder is required to carry out their duties and responsibilities at all times with adherence to Sheffield Futures policies and procedures, in particular those relating to equality and diversity, dignity and respect, Safeguarding and Health and Safety.
- Ensure confidentiality around service users and staff members is maintained at all times.
- Whilst this post is based at a specified location there will be a requirement on occasion to work at other locations as determined by the duties of the post.
- This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment.

Person Specification –

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Relevant qualification at level 6 in careers guidance e.g. QCG and LDSS, DCG 	

Person Specification –

	Essential	Desirable
	parts 1 and 2, Career Development MA/PGCert, Careers Education and Coaching MA etc	
Experience/skills/ specialist knowledge	<ul style="list-style-type: none"> • Experience of working in a school or college providing careers guidance services to young people • Knowledge of health and safety policy and procedures • Awareness of child protection legislation and safeguarding guidance • Commitment to participate in regular professional supervision and willingness to undertake further training. 	<ul style="list-style-type: none"> • Comprehensive and up to date knowledge and understanding of a range of career and learning progression routes, labour market information and sources of further information • Understanding of the communities being served including education and learning provision 11-19 and beyond <p>Understanding of delivering a customer-focused service</p>
Special Aptitudes/Ability	<ul style="list-style-type: none"> • Ability to work with young people in individual and group settings and to design and deliver group work • Ability to work with parents and carers, teachers and other staff in schools and colleges, and employers and training providers • Ability to explain principles of impartiality and advocate in the best 	<ul style="list-style-type: none"> • Creativity, flexibility and adaptability in a fast-changing environment • Ability to develop a multi- disciplinary approach through working with other agencies

Person Specification –

	Essential	Desirable
	<p>interests of individual young people</p> <ul style="list-style-type: none">• Ability to use data systems• Ability to work independently and within a team• Administrative and time management skills	
Communication	<ul style="list-style-type: none">• Ability to communicate with colleagues and staff at all levels, both orally and written• Ability and confidence to advise, negotiate and influence	
Equal Opportunities	<ul style="list-style-type: none">• Ability to provide an effective service underpinned by equal opportunities, a respect for diversity and a commitment to challenge stereotyping and low aspirations	

Jobholder Name: _____

Jobholder Signature: _____

Line Manager Signature: _____

Date: _____

Approved By (job title): _____

Review Date: _____