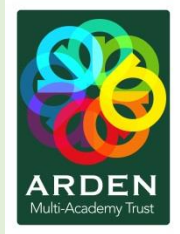


**Arden Multi Academy Trust**  
**Careers Adviser**  
**Person Specification**



Criteria	Essential	Desirable
<b>Skills Required</b>	<p>Excellent interpersonal skills; ability to communicate effectively, to negotiate and influence others</p> <p>Strong negotiating and influencing skills</p> <p>Ability to work effectively with internal and external colleagues</p> <p>Ability to work independently and as part of a team</p> <p>Demonstrate effective communication skills with young people, parents/carers and a range of people/colleagues</p> <p>Excellent organisation skills and the ability to prioritise, to work under pressure and meet deadlines</p> <p>Ability to enthuse and motivate others</p> <p>Excellent written communication skills with experience of writing information and guidance resources</p>	<p>Project management skills</p> <p>Able to co-ordinate and lead in whole College 'careers' activities</p> <p>Ability to develop innovative ways of working with young people and relevant organisation</p> <p>Ability to establish effective networks and contacts</p>
<b>Qualifications</b>	<p>Degree level (or equivalent)</p> <p>A relevant professional qualification drawn from careers, coaching or recruitment at Level 4;</p> <p>Willingness to train for the Level 6 Diploma in Careers Guidance and Development</p>	<p>Qualifications in Careers Advice eg. Level 6 Diploma in Careers Guidance and Development; Level 3 NVQ Certificate in Advice and Guidance</p> <p>Member of AGCAS</p> <p>Evidence of Continuous Professional Development</p> <p>Foundation Degree in working with young people and young people's service</p> <p>Post Graduate qualification; QCG (Qualification in Careers Guidance) and other qualifications in social work or youth work</p>
<b>Knowledge</b>	<p>Knowledge of national labour market developments and trends</p> <p>Knowledge of Microsoft Office</p>	

	<p>Knowledge and understanding of FE and HE employability agenda</p> <p>Awareness of Equality and Diversity issues that may affect student and graduate recruitment</p> <p>Knowledge of Apprenticeships and other training opportunities</p> <p>Demonstrate a commitment to equal opportunities and an understanding of its relevance to the role</p> <p>Compliant with the Data Protection Act</p> <p>Knowledge of and compliance with relevant school policies and procedures</p>	
<b>Relevant Experience</b>	<p>Substantial experience in careers education and guidance and/or related areas including graduate recruitment, training or apprenticeships</p> <p>Significant experience in delivering interesting and effective career learning workshops and lectures within a school context</p> <p>Proven track record in achieving business objectives and service demands</p> <p>Knowledge of careers and alternative education options</p>	<p>Experience of designing and delivering careers education modules</p> <p>Experience of working with young people in settings such as voluntary organisations, careers guidance, youth work, housing, disabilities, health, social work or education</p> <p>Experience of working with young people facing multiple difficulties</p> <p>A similar position in a school or college</p> <p>Creation of written policy and procedures</p> <p>Knowledge of social media</p> <p>Knowledge of international labour market developments and trends</p>
<b>Personal Attributes</b>	<p>Highly motivated</p> <p>Approachable and adaptable</p> <p>Flexibility</p> <p>Willingness to adopt new technologies as appropriate</p> <p>Maintain high professional and personal standards</p> <p>Ability to work with, and alongside, management at all levels</p> <p>Initiative, common sense and patience</p> <p>Willingness to undertake training/professional development in-house or externally</p>	