

PERSON SPECIFICATION

Job Title: Careers Advisor and Enterprise Engagement Officer

MOA (Method of Assessment)

AF: Application Form I: Interview T: Test, task or presentation

	Essential	Desirable	MOA
Qualifications and Professional Development			
• Good standard of education including literacy and numeracy	✓		AF/I
• Careers Advice and Guidance Certificate Level 3	✓	✓	AF/I/T
Experience			
• Working with young people	✓		AF/I
• Creating a positive culture and promoting a “can do” attitude	✓		AF/I
• Working under pressure, managing competing priorities whilst meeting deadlines	✓		AF/I/T
• Leading others	✓		AF/I
• Liaising with external providers and professional organisations	✓		AF/I
• Acting as an advocate for young people	✓		AF/I
• Adapting communication style to suit a wide range of stakeholders	✓		AF/I
• Report writing & presenting	✓		AF/I/T
• Event Management		✓	AF/I
• Networking to create and maintain opportunities		✓	AF/I
• The Gatsby Benchmarks and a high-quality careers programme		✓	AF/I
• Accurate record keeping		✓	AF/I
Skills & Abilities			
• High level of written and oral communication skills	✓		AF/I/T
• Good organisational skills	✓		AF/I
• Good personal and personnel management skills	✓		AF/I
• Perseverance and resilience	✓		AF/I
• Strong interpersonal skills (with all stakeholders)	✓		AF/I
• Meet deadlines and prioritise work	✓		AF/I/T
• Cope with challenging behaviour calmly and effectively	✓		AF/I
• Work at degree/Level 6	✓		AF/I
• Problem solving	✓		AF/I/T
• IT skills (e.g. word processing, spreadsheets, presentation software)	✓		AF/I/T
Other			
• A commitment to communicate and involve parents, young people and other stakeholders in the work of the school	✓		AF/I
• An awareness and understanding of, and commitment to, equal opportunities	✓		AF/I
• An awareness of the issues involved in the education of children and young people with medical needs and the willingness to learn more	✓		AF/I



James Brindley is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

James Brindley Academy undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have.

