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**Careers Advisor - Person Specification**

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| **JOB REQUIREMENT** | | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge and experience** | Level 4 qualification in a relevant subject or track record of performance at an equivalent level and a willingness to undertake the L6 apprenticeship standard once in post | √ |  | A |
| High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web | √ |  | A |
| Experience of providing careers and educational advice to a range of individuals | √ |  | A & I |
| Knowledge of best practice in relation to careers and educational advice | √ |  | A & I |
| Knowledge of the National Careers Strategy, Gatsby Benchmarks and Ofsted requirements | √ |  | A & I |
| Previous experience of working with young people and/or previous experience in the education sector |  | √ | A |
| A full driving licence or the ability to reliably travel between multiple sites | √ |  | A |
| **Personal and interpersonal** | **Supporting & Cooperating – Working with People**  Demonstrates an interest in and understanding of others; Adapts to the team and  builds team spirit; Recognises and rewards the contribution of others; Listens,  consults others and communicates proactively; Supports and cares for others;  Develops and openly communicates self-insight | √ |  | I |
| **Interacting & Presenting – Relating & Networking**  Establishes good relationships with customers and staff; Builds wide and effective  networks of contacts inside and outside the organisation; Relates well to people at  all levels; Manages conflict; Uses humour appropriately to enhance relationships  with others | √ |  | I |
| **Analysing & Interpreting - Applying Expertise & Technology**  Applies specialist and detailed technical expertise; Develops job knowledge and  expertise through continual professional development; Shares expertise and  knowledge with others; Uses technology to achieve work objectives; Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity; Demonstrates an understanding of different organisational departments and functions | √ |  | I |
| **Organising & Executing – Planning & Organising**  Sets clearly defined objectives; Plans activities and projects well in advance and  takes account of possible changing circumstances; Manages time effectively;  Identifies and organises resources needed to accomplish tasks; Monitors  performance against deadlines and milestones | √ |  | I |
| **Adapting and Coping – Adapting & Responding to change**  Adapts to changing circumstances; Accepts new ideas and change initiatives;  Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents | √ |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  | C |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, C = clearances, I = interview, T = task