

**PERSON SPECIFICATION: WORK RELATED LEARNING MENTOR**

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Knowledge	<ul style="list-style-type: none"> <li>• Full working knowledge of policies/codes of practice/legislation relating to work experience and careers information, advice and guidance</li> <li>• Online careers websites and applications to support students' knowledge and skills</li> <li>• Strong local market information in relation to educational, job and training opportunities</li> </ul>		Application Interview
Skills	<ul style="list-style-type: none"> <li>• Writing effective action plans and resource development to provide a range of materials to support careers knowledge and skills, e.g. CV and interview resources</li> <li>• Problem solving skills, including understanding the barriers to education, training and work and how to overcome them</li> <li>• Work under pressure</li> <li>• Networking, particularly with employers, education and training organisations</li> <li>• Organisational skills</li> <li>• Managing own workload, understanding priorities and ensuring deadlines are met.</li> </ul>		Application Interview
Experience	<ul style="list-style-type: none"> <li>• Delivering careers advice and guidance</li> <li>• Group work delivery across the age range</li> <li>• Event planning and delivery</li> <li>• Working with employers, colleges, universities to ensure that students have appropriate learning and work pathways to follow after leaving school</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering careers advice in a school or college</li> </ul>	Application Interview
Qualifications	<ul style="list-style-type: none"> <li>• NVQ Level 4 or equivalent in relevant area</li> </ul>	<ul style="list-style-type: none"> <li>• L6 Diploma in careers advice and development or a willingness to gain one.</li> </ul>	Application
Other circumstance	<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>		

COWLEY INTERNATIONAL COLLEGE

**Principal:** Mr R Cormack

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