

## Careers Adviser

### JOB DESCRIPTION

Career Advisers employed by FutureSmart Careers represent the organisation to schools, students, parents and other relevant bodies.

The primary function of the role is to provide high-quality career advice and guidance to students in our client schools, including sharing information with parents to help them support their child's next steps and decision-making.

The Career Adviser works remotely on school sites within an agreed geographical area or at home.

### Key responsibilities

- ★ Conducting 1:1 guidance discussion with students in person or remotely
- ★ Providing personalised adviser written notes with action plans and uploading to online student dashboards such as those provided by Morrisby, Unifrog and Careerpilot.
- ★ Running psychometric profiling sessions in schools when required
- ★ Delivering talks, presentations and workshops in schools or other settings using materials supplied by FutureSmart Careers
- ★ Providing advice to careers staff in client schools as and when required
- ★ Attending school parents' evenings and careers fairs in an advisory role if required
- ★ Attending courses, events and team meetings if required
- ★ Researching helpline enquiries from time to time
- ★ Maintaining and developing professional knowledge by attending webinars, seminars, conferences and workshops, reviewing professional publications; establishing personal networks and participating in professional societies.

### PERSON SPECIFICATION

#### Qualifications/Professional Associations

- Level 6 Diploma in Careers Guidance/QCGD/ or Masters/Postgraduate Diploma in Career Guidance/Development/Management
- Membership of the Careers Development Institute (CDI)

#### Experience

- One to one careers guidance delivery for young people aged 14 to 19
- Small and large group workshop delivery
- Delivery of talks and presentations on career-related topics
- Use of online profiling tools, including Morrisby Online

## **Knowledge**

- Excellent knowledge of careers guidance profession and standards
- Up to date knowledge of guidance theory and practice
- Up to date knowledge of labour market information
- Up to date knowledge of higher education providers and courses in the UK and abroad
- Up to date knowledge of the curriculum for 14 to 18-year-olds in the UK.

## **Skills**

- Excellent communication skills (written and oral)
- Excellent interpersonal skills
- Excellent attention to detail
- Strong planning and organisation skills
- Competent with Microsoft Office

## **Behaviours**

- Adheres to the Code of Ethics of the Career Development Institute
- Demonstrates high ethical standards and tolerance
- Maintains up-to-date professional development
- Able to work independently and as part of a team
- Flexible regarding work location and dates
- Reliable and punctual

## **Other**

- Will complete monthly timesheets by the 23<sup>rd</sup> day of the month
- Will maintain home office facilities with telephone and internet access
- Will identify availability for work within the agreed geographical area
- Will maintain good contact with line manager who is the first point of reference for any questions
- Will have use of a car for work purposes
- Will be flexible to undertake occasional overnight stays when required
- Interest in supporting students with an Education, Health, and Care Plan (EHCP), including understanding their individual needs and adapting guidance and communication styles so all students, including those with additional learning needs, can access and benefit from tailored career education, information, advice and guidance opportunities

## **About FutureSmart Careers Ltd**

FutureSmart Careers is a dynamic rapidly growing independent careers company working with over 120 independent, state-maintained and specialist schools across the South of England and South Wales. We are a Matrix Accredited organisation, an affiliate member of the CDI and approved CEC provider and Morrisby Strategic partner.

We are committed to the career development and wellbeing of our colleagues, and we fully support flexible working arrangements. We have signed up to the West of England Good Employer Charter; we are a Disability Confident Supporter and have signed the Menopause Pledge.

Our continued growth, which comes mostly from recommendations, means we are seeking new team members to work alongside us.