



## **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 deliver high quality career advice and guidance to students in our client schools.

The Career Adviser works on school sites within an agreed geographical area and sometimes remotely.

### **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 or Unifrog
- running Morrisby 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 Career Development Institute (CDI)

### **Experience**

- one to one careers guidance sessions with young people 14 to 19
- delivery of small group workshops
- delivery of large group workshops
- delivery of talks and presentations on career related topics • experience with online profiling tools e.g. 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
- Highly ethical and demonstrates tolerance
- Keeps up to date with professional development
- Able to work independently and in a team
- Flexible with regard to 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

## **About FutureSmart Careers Ltd**

FutureSmart Careers is a fast-growing dynamic independent careers guidance company, working with over 80 schools in the South of England and South Wales. Our philosophy is to work collaboratively with our school clients and to employ excellent colleagues to deliver high quality expert careers guidance alongside us. We work in a wide range of educational settings including some of the leading independent schools and an increasing number of state-maintained schools, colleges and specialist providers. We are Matrix accredited, a CEC recognised provider for Gatsby benchmark 8 and a Morrisby strategic partner.

Our careers advisers are all employed by us and qualified to Level 6 or Level 7 in Careers Guidance, have enhanced DBS status and have received Level 2 safeguarding training. They also have access to regular CPD. We have a vigorous quality assurance process in place which includes an appraisal system and encourages reflective practice.

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