

Careers Adviser - Job Description



Hours: up to 37 hours per week*

*We encourage and accept applications for flexible working patterns & job shares

Location: Hybrid working model, with time split between NYBEP's office in York, regular travel to our customers and the ability to work from home.

Contract: Permanent

Salary: £28,000 - £32,000** per annum/pro rata

**depending on qualifications and experience

Perks and benefits include: flexible working options, learning and development tailored to your role, a generous holiday allowance, starting at 24 days plus 3 additional days over Christmas/New Year and all Bank Holidays, an Employee Assistance Programme, Health Cash Plan and other additional benefits.

Level Summary & Purpose of the Role:

As part of the Delivery Team, the Careers Adviser contributes to the successful running of the day-to-day delivery of NYBEP's Careers Education, Information, Advice and Guidance services and associated functions to improve careers outcomes, ensuring smooth business operations and high-quality delivery of our services.

This role carries significant resource and operational responsibilities. This includes oversight of key functions within the business.

This role will take resilience and the ability to look for solutions to achieve the desired end goal. This role will also involve thinking creatively to bring innovation to our services. Contributing to achieving positive contractual outcomes across key contracts and wider Strategic Pillars.

Additional specialist responsibilities may be carried out by more experienced Advisers.

SPECIFIC RESPONSIBILITIES

The principal emphasis of the role is to –

Contribute to the success of NYBEP through the delivery of high-quality Careers Education, Information, Advice and Guidance that supports learners and participants to make informed decisions about education, employment and progression pathways. Providing tailored support, guidance and engagement to meet contractual requirements, national standards and the individual needs of participants to improve careers outcomes.

Working across the business to ensure NYBEP's services are effectively delivered, accurately monitored and reported. Ensuring NYBEP has delivered services to contractual commitments, outputs and outcomes.

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Specifically, the role will involve –

- Delivering high-quality careers education, information, advice and guidance to young people and adults, supporting informed decisions about future education, training and employment pathways.
- Providing personalised guidance interviews and action planning support to identify aspirations, strengths, barriers and progression opportunities.
- Supporting schools, colleges and partners to develop effective careers programmes aligned with relevant frameworks, including the Gatsby Benchmarks where appropriate.
- Working collaboratively with education providers to understand their careers priorities and provide tailored support that meets learner and institutional needs.
- Developing positive relationships with employers, training providers, universities and other partners to support effective progression pathways.
- Delivering careers workshops, presentations and group sessions that enhance employability skills, labour market awareness and career readiness.
- Maintaining up-to-date knowledge of education pathways, apprenticeships, employment opportunities and labour market information.
- Supporting participants who require additional guidance and support to overcome barriers to progression.
- Recording participant activity, guidance outcomes and impact information accurately to support contract reporting and quality assurance.
- Contributing to the evaluation and continuous improvement of CEIAG services through customer feedback, data analysis and reflective practice.
- Supporting the achievement of contractual targets relating to participation, engagement, progression and outcomes.
- Working collaboratively with the wider delivery team to ensure participants receive a coordinated and effective support offer.

This job description outlines the key responsibilities and expectations for the CEIAG Adviser role. The role may evolve to meet the organisation's needs.



CORE COMPETENCIES and BEHAVIOURS

Self-awareness:

- knows how they are perceived by others and able to combine this with own perceptions
- demonstrates an ability to reflect on own development and a willingness to learn

Resilience:

- demonstrates and high level of personal energy and enthusiasm
- able to demonstrate flexibility and adaptability; copes well with unforeseen circumstances
- determined to focus on quality output, even in the face of adverse conditions

Problem solving:

- anticipates future problems and threats, seeking to minimise or prevent them.
- has basic project management skills

Creativity:

- demonstrates having original ideas; shows confidence in putting ideas forward

Communications:

- varies method of communication and style to achieve results; imaginative use of media to suit audience/context

Working with others:

- able to set aside personal agenda for the good of the team; capable of leading others



ADDITIONAL COMPETENCIES and BEHAVIOURS – JOB-SPECIFIC

Knowledge and Experience:

- level 6 (equivalent or working towards) in Career Guidance and Development
- successful track record of providing careers guidance
- strong knowledge of careers and labour market information
- strong knowledge of youth, employment, education, and social mobility sectors and key priorities
- ability to confidently lead and design sessions of both a large and small scale nature
- good project management skills, with a successful track record of working on multiple projects

Self-awareness:

- able to act on reflection and feedback from others
- understands which changes cause improvements in personal effectiveness

Resilience:

- demonstrates and high level of personal energy and enthusiasm
- comfortable with and able to manage uncertainty
- persists in overcoming obstacles and creates conditions for success

Problem solving:

- ability to manage multiple tasks efficiently.
- proactively identifies and resolves issues

Creativity:

- shows a restless curiosity and is prepared to challenge the status quo
- shows confidence in taking the initiative to achieve change
- demonstrates having original ideas; shows confidence in putting ideas forward

Communications:

- persuades and influences others; able to achieve an effective balance between speaking and listening
- develops rapport and personal credibility with others

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Working with others:

- able to gain “buy in” and resolve conflict within the team
- generates positive team spirit; can let go of control and shows integrity

Commercial Acumen:

- is business focussed and has developed the ability to “sell”; passionate about our products and services



CORPORATE RESPONSIBILITIES

In addition, all NYBEP employees are expected to share the following common responsibilities:

- To recruit and support schools and businesses involved in high quality education business link activities in line with overall business objectives.
- To contribute towards ensuring the quality and effectiveness of NYBEP's services to schools and businesses
- To take responsibility for identified elements of the Strategic Pillars and to deliver these within timescale and budget.
- To contribute towards NYBEP's Strategic Priorities and to adhere to identified Corporate Objectives and Core Principles.
- To review, with line manager, progress towards agreed targets and performance indicators at regular intervals to ensure full delivery of the Business Plan.
- To manage allocated contracts, projects and externally funded activities, and their associated budgets.
- To be aware that programmes and projects developed and funded through NYBEP's portfolio should complement local, regional and national agendas and strategies.
- To act as a point of contact for external partners, providing them with timely and accurate support and interpretation of NYBEP's services.
- To keep up to date with professional, academic and political developments as appropriate in the contexts of education business links.
- To manage the collation and interpretation of qualitative and quantitative data.
- To take responsibility for the maintenance of customer records and management information.
- To develop with schools and local business partners appropriate resource materials.
- To adhere to policies and procedures for branding to ensure professional and consistent style in NYBEP's communications.
- To ensure that NYBEP's policy on Equal Opportunities is reflected in practice both internally and externally with customers and partners.
- To perform any duties commensurate with the grade and duties of the post identified as appropriate to the organisation.