



Careers Adviser – Person Specification

NYBEP has set out in this Person Specification the requirements that we consider to be essential and desirable to this position. However, we are keen to maintain our reputation as a flexible and open-minded employer and will consider applications from people who may not be able to meet all of the conditions or wish to explore the possibility of alternative working patterns.

	Method of Assessment	Application	Interview
	The table indicates the method by which the competences in each area will be assessed.		
Qualifications	Good general education, especially a high standard of written English (essential).	☒	☒
	A recognised qualification in Careers Education, Information, Advice and Guidance (CEIAG), teaching, youth work, or educational leadership, or a willingness to work towards one (essential).	☒	☒
	Ability to travel (essential).	☒	☐
	The post is subject to receiving an enhanced clearance by the Disclosure & Barring Service (essential).	☒	☐
Knowledge	Interest in the education system and the key themes affecting school work related learning delivery (desirable).	☒	☒
	A strong understanding of working practices in school and careers education, employability skills, and youth development frameworks (e.g., Gatsby Benchmarks, CDI, PSHE), including constraints and opportunities (desirable).	☒	☒
	Up to date knowledge, interest and understanding of current developments in local and national education/and skills policy (desirable).	☒	☒
Experience	Experience of working with, mentoring or coaching young people, including those who are NEET (Not in Education, Employment or Training) or at risk of becoming NEET (essential).	☒	☒
	Experience in positive behaviour management and adaptable engagement strategies to meet the diverse needs of young people. (desirable)	☐	☒
	Experience of working with a range of external stakeholders and building effective networks and relationships (desirable).	☒	☒
	Experience with project monitoring, evaluation, and reporting (essential).	☒	☒
	Experience of working accurately with large volumes of data, to include: updating of Excel spreadsheets, databases (essential); web-based databases (desirable).	☒	☒



Skills, attitudes and behaviours	Excellent verbal and written communication skills, with the ability to tailor information to suit a range of audiences and build positive relationships with students, families, schools and employers (essential).	☒	☒
	Strong interpersonal skills, including empathy, patience, and professionalism when engaging with young people and occasionally stressed or challenging stakeholders (essential).	☒	☒
	Highly organised, with the ability to manage multiple tasks, prioritise effectively under pressure, and meet tight deadlines (essential).	☒	☒
	Confident in decision-making and able to judge when to seek guidance or escalate issues (essential).	☒	☒
	Strong problem-solving and analytical skills, with the ability to use data and take a logical approach to challenges (essential).	☐	☒
	Proficient in the practical use of IT, including Microsoft Word, Outlook and Excel (essential).	☒	☒
	A collaborative team player, able to contribute to shared goals and support colleagues in meeting business objectives (essential).	☐	☒
	Self-motivated with a high level of energy, enthusiasm and commitment to quality, continuous improvement, personal development and business excellence (essential).	☐	☒
	Committed to promoting and positively embracing NYBEP's commitment to equality, diversity and inclusion in all aspects of the role (essential).	☐	☒