

## Person Specification - Careers & Employability Advisor

	Essential	Desirable	Measured by
<b>Qualifications</b>			
Minimum of GCSE English and Maths at Grade C (4) or above and Level 3 Qualifications	*		Application Form Original Certificates
Education to Degree Level or Equivalent	*		Application Form Original Certificates
Relevant Professional Qualification such as Level 6 qualification in advice and guidance or Postgraduate Diploma in Careers Development or Equivalent	*		Application Form Original Certificates
Evidence of recent and appropriate professional development	*		Application Form Original Certificates
<b>Professional Experience and Knowledge</b>			
Experience of groupwork delivery	*		Application Form / Supporting Letter
Experience of guiding and supporting individuals to achieve their desired progress	*		Application Form / Supporting Letter
Good understanding of Post-18 progression routes (Higher Education, Apprenticeships etc.)	*		Application Form / Supporting Letter
Ability to plan and deliver events	*		Application Form / Supporting Letter
Knowledge of Data Protection and GDPR	*		Application Form / Supporting Letter
<b>Skills, Abilities and Competences</b>			
An enthusiastic individual, with the ability to inspire, challenge, motivate and empower students to achieve high goals	*		Supporting Letter/ Interview
Ability to understand, interpret and use regional and national Labour Market Information		*	Application Form / Supporting Letter
Ability to quickly learn and use new technologies as required	*		Supporting Letter / Interview
Ability to establish effective relationships and communication with external partners, agencies and professionals, in order to support the achievement and progression of students	*		Supporting Letter / Interview
A positive attitude and professional approach	*		Supporting Letter/ Interview
A commitment to the Ethos of the College	*		Supporting Letter/ Interview
Good communication skills both written and verbal including clear presentation skills and the ability to produce clear written material	*		Application Form / Supporting Letter/ Interview
Excellent administrative, organisational and planning skills	*		Supporting Letter/ Interview
The ability to work under pressure and meet deadlines	*		Supporting Letter/ Interview
Good team working skills	*		Supporting Letter/ Interview
Good interpersonal skills and the ability to liaise with staff at all levels	*		Supporting Letter/ Interview
Takes responsibility and accountability	*		Supporting Letter/ Interview
<b>Personal Attributes</b>			
A commitment to observing the Colleges Single Equality Statement at all times	*		Supporting Letter/ Interview
Acceptable Professional Appearance	*		Interview
A flexible and enthusiastic approach to work	*		Interview
Excellent timekeeping and punctuality	*		Interview / References
Good health and attendance record	*		Interview / References

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Full Disclosure clearance from the Disclosure and Barring Service / medical clearance (both will be followed up following an initial offer of employment).	*		