**Careers Engagement Officer**

**Part Time, Term Time Only- 38 weeks, 22.5 h/w**

**£14,327 - £16,379 p.a *(actual salary for Part time/term time only)***

We are seeking a passionate and dedicated Part-Time Independent Careers Advisor to join our team. As an Independent Careers Advisor, you will provide impartial and comprehensive careers guidance to our students, supporting them in making informed decisions about their future pathways.

This role offers flexibility in working hours, providing an excellent opportunity for those seeking to balance work with other commitments. Days per week can be negotiated with Line manager.

**What we are looking for:**

* Qualified Careers Advisor to at least Level 6 or Level 4 with the expectation to enrol on the Level 6, course funded by the college with a tie in for 2 years
* Experience in delivering careers guidance and support, preferably within an educational setting.
* Excellent communication and interpersonal skills, with the ability to build rapport and establish trust with students.
* Strong knowledge of career development theories, assessment tools, and resources.
* Ability to work independently and manage own caseload effectively.
* Commitment to promoting equality, diversity, and inclusion in careers guidance practice.
* Flexibility to work variable hours as required to accommodate student needs.

**Duties/responsibilities:**

* Providing comprehensive career guidance and support to students.
* One-to-one appointments, building relationships with employers, providing information on job searching.
* Ability to deliver talks to groups of students.
* Keeping up-to-date with industry trends, labour market information, and educational pathways to provide accurate and relevant guidance to students.
* Maintaining accurate records of interactions with students on Grofar and monitoring their progress towards their career goals.
* Collaborating with academic staff, support services, and external partners to enhance the provision of careers guidance within the college.
* Collate information for the Compass Report and to evidence Gatsby Benchmarks

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*



**Closing date**

**Interviews will be held as and when candidates apply**

**Job Description**

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| **Position Details:** | |
| **Title:** | Careers Engagement Officer |
| **Department:** | Admissions and Careers |
| **Fraction:** | 0.4572 FTE rising to 0.5073 FTE from September |
| **Status:** | Permanent |
| **Grade:** | NEL Grade 6 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Admissions and School Liaisons |

**Functional links with:** Curriculum and Professional staff across the college

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| **Job Purpose:** |
| To provide and promote careers education, information, advice and guidance to enquirers, applicants and students. To work with Curriculum and Professional staff throughout the College to support provision of careers intelligence. To promote the College, through involvement with college and outreach events in the community and support for School Liaison activities. Monitor college compliance to the Gatsby benchmarks and professional accreditations. |
| **Main Duties and Tasks:** |
| * Provide course information and careers advice to enquirers and applicants, helping them to identify their careers pathway.      * Provide CEIAG to current students seeking information about their progression options or who are having concerns about their choice of course. * At main enrolment you would be expected to work additional hours and you would be given this time back via Time off in Lieu. * Provide individual one to one career's interviews or group workshops. Alternatively, you may also engage with clients via email, online discussions, social media or telephone. Helping to develop their own skills and source relevant courses or qualifications. * Maintain records of careers interviews and supply management reports as required. * Maintain the content and relevance of the college’s online careers presence. * Create content to support tutorials and produce termly Newsletters * Research and test careers resources to share with the curriculum staff. * To take part in both internal and external events, exhibitions and school assemblies providing information and advice. * Play an active part in giving information and advice in outreach events within the community, therefore having a current driving licence and access to a car is essential. * Provide advice to students on Job searching to include assisting with CV writing and completing Job applications. * Help students understand the current job market, using labour market information. * Be a proactive member of the Admissions and School Liaison team, working with Marketing to promote our activities. * Participate in the CEIAG Cluster meetings at Nescot led by Surrey County Council. * You may potentially be invited to contribute to South London Cluster Meetings or College Careers Networks. * Superuser of GroFar to update student’s records. * Administrate the Careers Outlook inbox. * Participate in and co-operate with own Job Review and Staff Development Interview to ensure that job related development targets are met. * Monitor compliance to and evidence of the Gatsby Benchmarks and collate information for the Compass Report * Any other duties which may arise from time to time, and which may reasonably be expected to fall within the grading of this post. |

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| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Assistant Principal Date: April 24  UPDATED BY: HR Date: May 24 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Careers Engagement Officer** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Proactive engagement with students and adults  Previous experience of providing careers guidance  L6 Careers Advisor Qualification  Ability to use a computer to complete tasks, the willingness to learn new systems.  Familiarity of working with Gatsby Benchmarks | A/I  A/I  A/I  A/I  A/I | Previous experience of providing Careers guidance  Previous experience of working as a Careers Lead  Previous experience in Further Education/sixth Form | A/I  A  A |
| **Skills and Abilities** | Possess first class people skills in order to support and advise students of all ages and abilities.  Ability to work as part of a team.  Ability to work on own initiative.  Interest and enthusiasm in updating own knowledge of the College courses offered and the wider jobs market.  Demonstrate effective communication, particularly interviewing skills, in dealing with a wide range of people.  Ability to assimilate information and report on trends.  Ability to drive and access to car. | I  I  I  I  I/T  I/T  I | Ability to use digital platforms. Software to assist in role as careers advisor | I |

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| **Qualifications** | Educated to Level 2 or above(Must include English and Maths GCSE or equivalent)  L4 Careers Qualification | | | A  A | Level 6 Careers Qualification  Higher level of English i.e A Level Degree Teaching qualification | | A |
| **Personal Qualities** | Possess good listening skills.  Possess a flexible and responsive approach to changing needs.  Demonstrate a proactive, dynamic and resilient approach.  Display an enthusiasm and passion for people to achieve their goals.  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | I  I  I  I  I  I  I  M  I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

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