



EDUCATION

A STATES OF GUERNSEY GOVERNMENT DEPARTMENT

CAREERS ADVISER

(EGII)

Job Description

Main Purpose

To work as part of a team providing career information advice and guidance to all ages with the main focus to work with young people to enable them to identify options, make informed decisions and develop their aspirations.

Key Areas

Advice and Guidance

1. To ensure that the Guernsey community are aware of the information advice and guidance services available and how to access them, and to contact and engage those who are not using the services.
2. To provide information that is up-to-date, comprehensive and accurate for all levels of understanding.
3. To develop aspirations, help identify options and make informed decisions through impartial advice and guidance.
4. To develop understanding of the benefits gained from learning and employment.
5. To work with young people with Special Educational Needs.

Partnerships

6. To liaise with appropriate agencies, e.g. Youth Service, Social Security, Education Welfare and other agencies to support young people and adults according to their needs and circumstances.
7. To work with education establishments to ensure effective provision of services to young people.
8. To provide support for Careers Teachers and relevant staff/agencies.
9. To work effectively with employers and training providers.
10. To provide opportunities for parents/carers to be involved in the career decisions and personal development of the young people in their care.
11. To work with organisations to produce Labour Market information and careers information.

Service Delivery

12. To represent the Careers Service on relevant committees and working groups.

13. To promote equal opportunities.
14. To appropriately plan the provision of services and special events as required.
15. To regularly evaluate and monitor existing practice and services, research and develop new approaches, methods and products to contribute to quality assurance.
16. To comply with the policies to collect, store and provide information within legal requirements.

Key Criteria

Essential

1. Possess the Qualification in Career Guidance (QCG) with accredited on the job training or the Diploma Career Guidance (DipCG) Part 1 & 2.
2. Strong interpersonal and communication skills at all levels, written, verbal and listening skills.
3. Be committed to helping young people with a variety of needs to make a successful transition to education, employment or training.
4. Experience in working as part of a team as well as the ability to use own initiative and work independently.
5. Effective time-management skills and the ability to work under pressure.
6. Good IT skills (including use of databases and the Internet).
7. A willingness to take part in continuing professional development relating to Career Guidance through training locally and in the UK.
8. A flexible approach to working hours, including some off-island trips.

Desirable

9. Hold a British Psychological Society Occupational Testing Level A.

Relationships

The Head of Lifelong Learning has overall responsibility for the Careers Service. The Careers Adviser is immediately responsible to the Head of Careers, works as part of the Careers Service team with young people and adults in Education, in employment situations and with relevant agencies. There is close contact with the Careers Teachers, employers and agencies. Further contact is with parents, Higher Education institutions and the community in general.

Training

The post holder is required to undertake personal training and to further professional development when possible, and to attend Civil Service and Off-island training courses as required.

Health and Safety

The post holder is required to comply with the Health and Safety, Alcohol and Smoking policies of all Education Department establishments and all places visited in the course of his/her duties.

This job description is subject to periodic review.

Due to the nature of this post, and if your application is successful, you will be required to undergo an Enhanced Criminal Record Check. Convictions likely to be considered relevant to this post include violence, offences against children or vulnerable individuals, theft and dishonesty. All disclosures of a criminal record background will be treated in the strictest confidence and checks will only be made in connection with your application for this post and for no other purpose. Disclosure of a criminal record will not necessarily debar a candidate from appointment, as the nature and relevance of the conviction/s will be taken into account.

For any further questions about the job please contact:

Sarah Stonebridge, Head of Careers Service

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Or

Richard Vivian, Adult Guidance Manager

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