**JOB SPECIFICATION**

A group of people with their arms up

AI-generated content may be incorrect.

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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** | |
| Careers Adviser  (based at Croxteth Campus) | Careers (Corporate Services) | |
| **SALARY** | **BENEFITS** | |
| Band 4 - £28,837 - £33,922 pro rata,  37 weeks, Part Year Working | 31 days holiday pro rata, plus Bank  Holidays pro rata.  Payment for your holiday entitlement will  be incorporated into your annual salary. | |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** | |
| Careers Manager | N/A | |
| **KEY TASKS AND RESPONSIBILITIES** | | |
| The Careers Adviser role covers the delivery of Careers Guidance 1:1 sessions, workshops and events, across all of our curriculum. Based primarily at Croxteth Park campus, with regular travel required to Walton Hall and Preston campuses.  A crucial part of the role is the provision of up-to-date career information, advice and guidance, in a range of mediums, for a range of audiences. This includes development of digital media and resources for stakeholders, employers, parents and carers, and updating intranet pages and the Careers Canvas VLE for staff and students.  The job will involve developing careers support services and working with individuals and groups of staff and students, ensuring that they all receive appropriate support on a range of topics including Progression Options, Higher Education and UCAS applications, Apprenticeships, Employability, Funding etc.  Developing key relationships with staff, students and stakeholders and working positively and enthusiastically is essential to support the continuous development of the Myerscough Careers Programme and achievement of the Gatsby Benchmarks and quality standards across the College.  The role requires close work with the wider Careers Team to ensure that all targets around the delivery and promotion of Careers, Information, Advice and Guidance, are achieved.  This post requires a Level 6 Careers Guidance qualification, or a willingness to work towards. | | |
| **DUTIES** | | |
| 1. **Provide One-to-One Guidance**    * Offer impartial, confidential CEIAG to students on education, training, and career options, to support their Personal Development and promote aspirational career choices. 2. **Deliver Group Sessions and Workshops**    * Run workshops on topics like career planning, CV writing, job searching and interview skills.    * Deliver CPD opportunities for staff to support knowledge and understanding of careers in curriculum, tutorial and the wider college community, promoting a whole college approach to careers education. 3. **Develop Career Plans**    * Help students create realistic action plans tailored to their goals and current skills or qualifications. 4. **Support with Applications**    * Assist with job, apprenticeship, college, and university applications, including UCAS support. 5. **Maintain Knowledge of Labour Market Trends**    * Stay up to date with local and national employment trends, education pathways, and funding options. 6. **Collaborate with Staff and External Partners**    * Work with the Careers Manager and the wider Careers Team to deliver, develop, track and promote all careers activities, across all areas of curriculum.    * Work with teaching staff, employers, training providers and universities, to support student progression and develop a programme of activities and events which support careers education e.g. Careers Fairs, Masterclasses and National Campaigns.    * Collaborate with external agencies such as the Regional Careers Hubs, Careers & Enterprise Company and local authorities to support positive outcomes for all students. 7. **Use Digital Tools and Resources**    * Guide students in using careers platforms and tools like National Careers Service, Canvas, Xello, and Prospects.    * Develop a range of college/service specific resources to support careers learning.    * Use system maintenance tools on products and platforms such as, UCAS, and Xello to support outstanding student experience. 8. **Track and Record Student Progress**    * Keep accurate records of advice and guidance sessions and workshops and track outcomes to meet college targets and reporting requirements. 9. **Promote Equality and Accessibility**    * Ensure all guidance is inclusive and meets the diverse needs of students, including those with additional needs. 10. **Support Continuous Improvement and Quality Processes**     * Work within key frameworks such as the Gatsby Benchmarks, the CDI Code of Ethics, the CDI Career Development Framework, the matrix Quality Standard and Ofsted.     * Contribute towards College quality processes such as Self-Assessment Reports and Quality Improvement Plans and strategy development. 11. **Engage in CPD (Continuous Professional Development)**     * Regularly update skills and knowledge, particularly in line with the CDI (Career Development Institute) framework. 12. **Flexible Working**     * Work flexibly to attend and support cross-college events such as Open Events, Applicant Days, Progression Events, Stakeholder Events and other activities in the college calendar.     * The role will require the post holder to work some weekends and evenings.     * The post holder will require a driving licence to enable them to regularly work across all Myerscough campuses. | | |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. | |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. | |
| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. | |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. | |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. | |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Empathetic and approachable (I, PI)  Trustworthy and maintains confidentiality (I, PI)  Reliable and professional in conduct (PI)  Enthusiastic and self-motivated (A, I) | Confident when working independently and collaboratively (I) |
| ***Attainments*** | |
| Level 6 in Careers Guidance and Development, or equivalent and willingness to work towards (A)  GCSE English & Maths at Grade C/4 or above (or an equivalent standard) (A)  Experience delivering one-to-one careers guidance (A, I)  Experience working with young people or adults in an educational or advisory setting (A, I)  Knowledge of UCAS, apprenticeships, and labour market information (A, T) | Experience delivering group workshops or presentations (A, I, P)  Familiarity with Gatsby Benchmarks and Ofsted EIF (A, I) |
| ***General Intelligence*** | |
| Strong analytical and problem-solving skills (T, I)  Able to understand and communicate complex information effectively (T, I)  Good judgement and ability to tailor advice to individual needs (I, PI) | Good judgement and ability to tailor advice to individual needs (I)  Comfortable interpreting data related to careers and progression (T) |
| ***Special Aptitudes*** | |
| Excellent listening and questioning skills (I)  Strong organisational and time-management skills (A, I)  Skilled in using digital tools and careers platforms (A, T)  Able to create effective careers action plans (T) | Confident in delivering group workshops and presentations (P)  Experience in using e-guidance systems and CRM platforms (A) |
| ***Interests*** | |
| Genuine interest in supporting young people’s development (I)  Interest in lifelong learning, education, and employability (A, I) | Active interest in current labour market trends (I) |
| ***Disposition*** | |
| Calm, patient, and non-judgemental (I, PI)  Positive attitude towards inclusion and diversity (I)  Open to feedback and reflective practice (I) | Resilient under pressure and emotionally intelligent (I, PI) |
| ***General*** | |
| Committed to safeguarding and promoting the welfare of students (A, I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A, I)  Willingness to work flexibly, including occasional evenings or events (A, I)  Awareness of GDPR and confidentiality practices (I)  Commitment to ongoing professional development (CPD) (I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)  Full UK driving licence and access to transport (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Careers Adviser  (Based at Croxteth Campus) | Careers (Corporate Services) |
| **SALARY** | **HOURS OF WORK** |
| Band 4 - £28,837 - £33,922 pro rata,  37 weeks, Part Year Working | 37 hours per week  Part Year Working (35 weeks) plus an additional two weeks |
| **ANNUAL LEAVE ENTITLEMENT** | **PENSION** |
| 31 days holiday pro rata, plus Bank  Holidays pro rata.  Payment for your holiday entitlement will  be incorporated into your annual salary. | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)  Contribution rate %  Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%    You will automatically become a member of the LGPS |
| **PROBATIONARY PERIOD** | **DRESS CODE** |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| **REFERENCES / MEDICAL CLEARANCE / DISCLOSURE** | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |