



**Aspire-igen** is a social enterprise company committed to helping individuals, organisations and communities succeed through learning and work. We are a major provider of advice and support services to young people and adults across the Leeds City Region, Yorkshire and the North of England.

## **Shine Career Guidance Professional & Resource Developer**

**£25,700 per annum**

**37 hrs per week**

**Permanent**

**Based in Bradford**

<http://www.aspire-igen.com/shine>

The main focus for Aspire-igen's Shine Careers Service is delivering careers information, advice and guidance services to young people in schools and colleges, supporting teachers with their careers learning provision as required. We are looking for a Shine Careers Guidance Professional to join our team. The primary objectives of this full-time role are:

- To provide information, advice and guidance services to young people in pre and post 16 education and learning settings in line with service level agreements
- To develop classroom IAG resources for use by Shine Career Guidance Professionals working in schools and colleges and working with training providers.
- To support the Shine Careers Service Manager to develop and market resources to schools and colleges.

You will need to demonstrate a highly professional approach to your work and be able to work on your own initiative and organise workloads effectively and efficiently. You need to be an excellent communicator and adept at building strong working relationships in your respective settings. In order to join us you will be qualified to a minimum Level 4 and prepared to work towards a Level 6 qualification in Careers Information, Advice and Guidance if you do not already hold an equivalent careers qualification at Level 6 or 7. You will need to demonstrate your expertise in the delivery of careers advice and guidance services to young people in education, pre and post 16. You may have specialist skills and experience and we would be very interested to know what else you could offer, in particular if you have developed CEIAG resources or delivered innovative classroom careers activities in schools or colleges. In return for your commitment we provide management supervision, continuing professional development, information and ICT support.

### **Application Process**

To apply, please download an application form from <https://aspire-igen.com/aspire-igen/work-us> and e-mail it to **rick.cowling@aspire-igen.com**. If you would like to have an informal chat about the role please contact Rick Cowling on 0330 111 0035 or 07711376544.

A full job description and a complete list of our current vacancies are available on our website <https://aspire-igen.com/aspire-igen/work-us>

**Closing date: Monday 14<sup>th</sup> January 2019**  
**Interviews will be held week commencing 21<sup>st</sup> January**



*All positions are subject to the Rehabilitation of Offenders Act (Exemptions Order) 1975 and as such it will be necessary for a submission for an Enhanced Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions, cautions, warnings and reprimands*

*Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.*

*Aspire-igen is an equal opportunities employer. We wish to encourage the recruitment of staff from under-represented groups to apply for the advertised positions. Aspire-igen will seek to recruit the best candidate for the job based on merit. The recruitment and selection process will ensure the identification of the person best suited to the job and Aspire-igen.*

**No Agencies Please**

## **ROLE DESCRIPTION**

**TITLE: Shine Career Guidance Professional & Resource Developer**

The following information is furnished to assist staff joining the Company to understand and appreciate the work content of their role and the role they are to play in the organisation. However the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the role, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

### **Prime Objectives of the Post:**

- To provide information, advice and guidance services to young people in pre and post 16 education and learning settings in line with service level agreements.
- To develop classroom IAG resources for use by Shine Career Guidance Professionals working in schools and colleges and working with training providers.
- To support Shine Careers Manager to develop and market resources to schools and colleges

### **Supervisory/Managerial Responsibilities:**

- None

### **Supervision and Guidance:**

- Responsible to a designated supervisor
- Personal initiative is expected to be exercised, referring complex problems or policy queries to the supervisor

### **Range of Decision Taking**

- Range of decision making in connection with duties

### **Responsibility for Assets, Materials etc:**

- Confidential records held in relation to clients
- Consumable office items, reference books, portable computer equipment and some audio/visual equipment

## **Range of Duties:**

1. Develop classroom IAG resources for use by Shine Career Guidance Professionals working in schools and colleges and working with training providers.
2. Promote newly developed IAG and Careers Guidance resources and activities to schools and colleges
3. Deliver careers advice and guidance in selected schools and colleges to a caseload of young people, as agreed with the commissioning organisation and Aspire-igen supervisor, using a range of approaches including individual interviews, group activity, telephone, text, email, web based technologies, interest inventories
4. Contribute to the planning and review of service level agreements and schedules with schools, colleges and other agencies
5. Update schedules of activity monthly
6. Involve young people in the planning and review of services as agreed through service level agreements and the supervisor
7. Deliver other information advice and information services as specified in the service level agreement, eg participation in parent/carer events, supporting school based careers activities
8. Support the Shine Careers Managers to promote and position the service as a market leader. This could include promotion, giving talks and presentations etc
9. Liaise with and make referrals to other agencies as appropriate
10. Record client information in designated client information systems
11. Ensure that all activities are evaluated and the impact is measures and review to drive improvement
12. Participate in contracted professional development activities
13. Keep professional knowledge up to date and relevant to role and keep an up to date record of continuing professional development activities (CPD)
14. Positively promote the company's services to customers and service users
15. Ensure that own and other colleagues are working in a safe and healthy environment and assess for potential risks, taking preventative action where appropriate
16. Undertake administrative support and other responsibilities reasonably associated with this role and in response to the demands of the business

## **General**

1. Comply with the Company's Equal Opportunities and Diversity policies
2. Comply with health and safety legislation and take all reasonable steps to ensure adherence to the Company's Health and Safety policies and procedures
3. Carry out the requirements of the Contract with reasonable skill, care and diligence, in accordance with the Contract
4. Ensure all Aspire-igen records, procedures and policies, financial and business plans are not copied or disclosed to other bodies without the explicit agreement of the Managing Director of the Company

## ROLE SPECIFICATION

### POST TITLE: Careers Guidance Professional (Shine)

Aspire-igen is an equal opportunities employer and requires its employees/associates to carry out its policies in terms of equal opportunity for employment and access to the Company's services.

The following is a summary of the criteria we will use to shortlist and select applicants indicating where they are essential or desirable and how they will be identified:

#### Experience

<i>Essential:</i>	Planning and delivering individual and group based careers information advice and guidance to young people in pre and post 16 learning provision	CV/Covering Letter/Interview
	Able to organise own workload and work to deadlines	CV/Covering Letter/Interview
	Demonstrable commitment to customer requirements	CV/Covering Letter/Interview
	Partnership working	Interview
	Planning, working to and reviewing service level agreements	CV/Covering Letter/Interview
	Gathering and acting on feedback from young people and other stakeholders	Interview
	Able to record client work on client record databases	Interview
	Experienced user of ICT and web based CEIAG resources	CV/Interview

#### Qualifications

<i>Essential:</i>	Qualified to minimum NVQ 4/equivalent in Information, Advice and Guidance with a willingness to undertake a level 6 qualification in Career Advice and Guidance	CV/Certificate
<i>Desirable:</i>	Qualified to Level 6 in Career Advice and Guidance (equivalent to QCG/DCG)	CV/Certificate
<i>Desirable:</i>	Careers Interest Inventories/psychometric testing experience	CV/Certificates

#### Training

<i>Essential:</i>	Evidence of commitment to CPD Willingness to undergo training as required	CV/Interview Interview
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#### Special Knowledge

<i>Essential:</i>	Demonstrable understanding of effective classroom resources and activities to support school and college careers programmes.	CV/Interview
	KS3-5 curriculum and national guidance on careers education, information, advice and guidance, enterprise, employability and work related learning	CV/Interview
	Legislation relevant to working with young people, Equal Opportunities, Data Protection, Health and Safety, Child Protection, Substance Misuse	Interview
	Up to date understanding of the labour market for school and post 16 learners/leavers	Interview
	The Mission, Vision and Values of Aspire-igen	Interview
<i>Desirable:</i>	Experience of designing and delivering classroom activities in schools and/or colleges to support careers programmes	Interview
<i>Desirable:</i>	Local knowledge, as appropriate to the requirements of the contract	Interview
<b>Disposition and attitude</b>		
<i>Essential:</i>	Able to establish good working relationships	Interview
	Able to demonstrate initiative and creativity to develop working practices and to develop CEIAG resources.	Interview
	Open to feedback in order to develop and make improvements to own practice	Interview
	Reliable and able to carry out tasks within deadlines	Interview
	Discrete and demonstrates commitment to confidentiality in a commercial environment	Interview
<b>Personal Circumstances</b>		
<i>Essential:</i>	Satisfactory Enhanced DBS Disclosure	Interview
	Able to travel to sites as required by the contract	Covering Letter/Interview
<b>Equal Opportunities &amp; Diversity</b>		
<i>Essential:</i>	An acceptance and commitment to the principles of the Company's Equal Opportunities policies and practices	Interview
	An understanding and acceptance of the importance of diversity at work	Interview