



Aspire-igen is committed to helping individuals, organisations and communities succeed through learning and work. We have a strong track record of successfully delivering government funded initiatives and contracts including ESF contracts and Study Programmes. We are also a provider of advice and support services to young people and adults in the Yorkshire and Humber area.

(Level 4 Qualified) Associate Career Guidance Professional (Shine)

Based in Leeds and Bradford

Our Shine Careers IAG Service is continuing to grow. If you have a Level 4 career guidance qualification and are prepared to work towards completion of a Level 6 Diploma in Career Guidance & Development, Shine is keen to hear from you.

We currently have an opportunity for two Level 4-qualified guidance practitioners to work with us on a self-employed Associate basis. As part of our 'Enhanced Careers Guidance' Programme, each adviser would be funded to undertake the Level 6 career guidance qualification, and to provide careers information, advice and guidance services to young people in secondary schools in Leeds and Bradford on behalf of the Shine Careers Service.

Careers Advisers working with Shine demonstrate a professional approach to providing personal careers guidance and are adept at providing inspirational classroom-based careers advice activities. They work on their own initiative, utilise online and offline careers resources and organise their own workloads effectively and efficiently. They are excellent communicators, able to engage with young people and adept at building strong working relationships in their respective settings.

In return for your commitment we provide support, advice and resources to help you in your work with Shine school and college customers. We also provide access to continuing professional development and networking opportunities.

Application Process

To apply, please send your CV and Covering Letter to rick.cowling@aspire-igen.com

If you would like to have an informal chat about the roles please contact Rick Cowling on 0330 111 0035 or 07711 376544.

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

Closing date:
31st May 2019

Interviews will be held week commencing:
10th June 2019

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: Associate Level 4 Careers Guidance Professional (Shine)

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.

The Shine 'Enhanced Careers Guidance' Programme, funded by the Careers & Enterprise Company for schools in Leeds and Bradford, requires two Careers Advisers to work with Shine on a self-employed Associate basis. The successful candidates will be funded to undertake a Level 6 Diploma in Career Guidance & Development qualification, as part of the role beginning in September 2019. The associate role requires a commitment to deliver a defined number of days of careers guidance, as agreed by the schools involved in the programme, within a 12 month delivery period, on behalf of the Shine Careers Service from Aspire-igen. This would suit individuals with capacity to deliver a minimum of 50 days in 2019-20.

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, as part of the Shine Enhanced Careers Guidance programme.

Supervisory/Managerial Responsibilities:

- None

Supervision and Guidance:

- Responsible to a designated supervisor from the Shine management team
- 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. Provide careers advice and guidance to a caseload of young people, as agreed with the commissioning organisation (school, college or training provider) and Aspire-igen supervisor.

2. You will use a range of approaches to provide careers advice and guidance including individual one-to-one careers interviews, classroom-based group activity, web based technologies, careers interest inventories and diagnostic tools. For work as part of the Shine Enhanced Careers Guidance Programme, you will use, but not be limited to using, Start Profile from U-Explore.
3. Contribute to the planning and review of service level agreements and schedules with schools, colleges and other agencies.
4. Ensure that all activities are evaluated as agreed through service level agreements and the supervisor
5. Create and update schedules of activity monthly
6. Involve young people in the evaluation and review of services as agreed through service level agreements and the supervisor
7. Deliver other information advice and guidance services as specified in the service level agreement, e.g. participation in parent/carer events, supporting school based careers and enterprise activities
8. Liaise with and make referrals to other agencies as appropriate
9. Record client information in designated client information systems
10. Keep professional knowledge up to date and participate in contracted professional development activities that are relevant to the role and keep an up to date record of continuing professional development (CPD) activities
11. Positively promote the company's services to customers and service users

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.
5. Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equality & Diversity in the workplace and other relevant employment legislation.

ROLE SPECIFICATION

TITLE: Associate Level 4 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>	Providing employment and/or careers advice to young people in an education setting	Application/Interview
	Able to organise own workload and working to deadlines	Application/Interview
	Demonstrable commitment to customer requirements	Interview
	Partnership working	Application/Interview
	Planning, working to and reviewing service level agreements	Application/Interview
	Using ICT and web-based resources when providing advice to young people	Application,/Interview
	Gathering and acting on feedback from young people and other stakeholders	Interview
	Recording outcomes of client work on client record databases	Interview
<i>Desirable:</i>	Planning and delivering individual and group based careers information advice and guidance to young people in pre and post 16 learning provision	Application,/Interview
	Experienced user of careers diagnostic tools and web based CEIAG resources	Application,/Interview
Qualifications		
<i>Essential:</i>	Qualified to a minimum NVQ 4 Advice & Guidance /equivalent in Information, Advice and Guidance (e.g. Level 4 IAG; CAG; Dipl CIA; LDSS)	Application/Certificate
<i>Desirable:</i>	Other qualifications related to secondary or further education, youth work-related, or qualifications related to training or teaching young people	Application/Certificates

Training

<i>Essential:</i>	Commitment to begin the Level 6 Diploma in Career Guidance & Development, starting September 2019, and to complete within required timescales.	Interview
	Evidence of a commitment to CPD	Application/Interview

Special Knowledge

<i>Essential:</i>	KS3-5 curriculum and national guidance on careers education, information, advice and guidance, enterprise, employability and work related learning	Application/Interview
	Options for young people at key transition points	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 sources of information about the labour market for school and post 16 learners/leavers	Interview
	The Mission, Vision and Values of Aspire-igen	Interview
<i>Desirable:</i>	Local knowledge, as appropriate to the requirements of the contract	Interview

Disposition and attitude

<i>Essential:</i>	Able to establish good working relationships in education / learning settings	Interview
	Able to demonstrate initiative and creativity to develop working practices to meet the needs of the client group including being able to motivate and inspire young people	Application/ 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 demonstrable commitment to confidentiality in a commercial environment	Interview

Personal Circumstances

<i>Essential:</i>	Satisfactory Enhanced DBS Disclosure	DBS Certificate
	Able to travel to sites as required by the contract	Application/Interview

Equal Opportunities & Diversity

<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