

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.

Associate Career Guidance Professional (Shine)

Based in Yorkshire & the Humber

Our Shine Careers IAG Service is continuing to grow. We are recruiting Career Guidance Professionals to work with us on a self-employed associate basis, for the 2019-20 academic year, for all areas of Yorkshire & the Humber.

We continue to welcome applications from Level 6 or Level 7 qualified careers guidance practitioners. You may have specialist skills and experience and we would be very interested to know what else you could offer.

If you have a Level 4 career guidance qualification and are prepared to work towards a Level 6, Shine is keen to hear from you. If you have expertise in the delivery of careers advice and guidance services to young people in education, pre and post 16, we can offer opportunities to work with Shine in schools, colleges, and training provision throughout the region.

We are particularly keen to hear from applicants able to work in York and North Yorkshire, Leeds City Region, Doncaster and Barnsley, Goole and East Yorkshire.

The main focus of Shine is delivering careers information, advice and guidance services to young people in secondary schools and colleges, and supporting teachers and Senior Leaders with their careers learning provision. We also provide advice and guidance for post-16 students on our Aspire2Work study programme, and careers activities for primary schools.

We are able to provide a range of careers advice and guidance qualifications, to support the development of career guidance professionals.

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

Closing date:

We welcome applications all year round.

Interviews:

Our next Interview Day for shortlisted candidates is 20th May 2019. Applications received after 10th May 2019 will be considered for selection for future interview dates.

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 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.

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.

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. Deliver careers advice and guidance to a caseload of young people, as agreed with the commissioning organisation and Aspire-igen supervisor, using a range of approaches including individual interviews, classroom-based group activity, telephone, text, email, web based technologies, careers interest inventories and diagnostic tools.
2. Contribute to the planning and review of service level agreements and schedules with schools, colleges and other agencies.
3. Create and update schedules of activity monthly

4. Involve young people in the evaluation and review of services as agreed through service level agreements and the supervisor
5. 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
6. Liaise with and make referrals to other agencies as appropriate
7. Record client information in designated client information systems
8. Ensure that all activities are evaluated as agreed through service level agreements and the supervisor
9. Participate in contracted professional development activities
10. Keep professional knowledge up to date and relevant to role and keep an up to date record of continuing professional development activities (CPD)
11. Positively promote the company's services to customers and service users
12. Ensure that own and other colleagues are working in a safe and healthy environment and assess for potential risks, taking preventative action where appropriate

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 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	Application/Interview
	Able to organise own workload and work to deadlines	Application/Interview
	Demonstrable commitment to customer requirements	Application/Interview
	Partnership working	Interview
	Planning, working to and reviewing service level agreements	Application/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	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>	Qualified to Level 6 career guidance qualification (QCG/DCG, or the equivalent Level 6 qualification accepted for entry onto the CDI professional register)	Application/Certificate
<i>Desirable:</i>	Careers Interest Inventories/psychometric testing experience	Application /Certificates

Training

<i>Essential:</i>	Evidence of commitment to CPD	Application /Interview
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Willingness to undergo training as required Interview

Desirable: Committed to achieving a Level 6 or 7 qualification in career guidance if not already achieved. Interview

Special Knowledge

Essential: 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 the labour market for school and post 16 learners/leavers Interview

The Mission, Vision and Values of Aspire-igen Interview

Desirable: Local knowledge, as appropriate to the requirements of the contract Interview

Disposition and attitude

Essential: Able to establish good working relationships in education 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 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

Personal Circumstances

Essential: Satisfactory Enhanced DBS Disclosure DBS Certificate

Able to travel to sites as required by the Covering

contract

Letter/Interview

Equal Opportunities & Diversity

Essential:

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