

## **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, group activity, telephone, text, email, web based technologies, interest inventories
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 planning and review of services as agreed through service level agreements and the supervisor
5. 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
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
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.





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## ROLE SPECIFICATION

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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 (QCG/DCG)	CV/Certificate
<i>Desirable:</i>	Careers Interest Inventories/psychometric testing experience	CV/Certificates

### Training

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



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Professional Careers Service

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## Special Knowledge

<i>Essential:</i>	KS3-5 curriculum and national guidance on careers education, information, advice and guidance, enterprise, employability and work related learning	CV/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
<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	Interview
	Able to demonstrate initiative and creativity to develop working practices	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

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



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