

Person Specification

POST: Careers and Employment Adviser
PROJECT: Education & Employment

Attributes	Essential	Desirable	Measured By
Work Experience	<p>Minimum of 2 years' experience of providing careers advice and guidance.</p> <p>Minimum of 1 years' experience of building and maintaining relationships with local, regional and national employers</p> <p>Experience of supporting clients for progression and into employment</p> <p>Proven track record of setting up employment opportunities and / or placements for learners/clients</p> <p>Experience of supporting clients on work experiences and work placements</p> <p>Experience of providing IAG (information, Advice & Guidance) to clients both within a one-to-one and group setting</p> <p>Proven track record of achieving targets</p> <p>Experience of negotiating with external stakeholders and building up strong relationships</p> <p>Experience in managing external and internal relationships effectively, especially in dealing with performance issues.</p> <p>Proven experience of building effective partnerships with external and internal parties.</p>	<p>Experience of working in ESF contracts and projects that are payment by result</p>	<p>Application Form & interview</p>

	Experience of working towards strict deadlines		
Education / Qualifications	<p>Level 3 and or above in IAG</p> <p>Degree or equivalent experiential learning</p>	Trained in recruitment and selection procedures.	Application Form
Skills/Abilities	<p>Excellent verbal and written communication skills.</p> <p>Excellent planning and organisational ability.</p> <p>Must be able to confidently use Microsoft packages e.g. Word, Excel and PowerPoint.</p> <p>Strong negotiation skills, with the ability to work in a target, results driven environment</p> <p>Excellent presentation and communication skills</p> <p>Ability to work under pressure</p> <p>Ability to work independently and prioritise own workload</p> <p>Ability to balance conflicting demands and tight deadlines</p> <p>The ability to network effectively and develop appropriate contacts</p> <p>Ability to engage with others (internally and across organisations) through a range of communications methods</p>	<p>Experience of project team-working.</p> <p>IT related qualification.</p> <p>Experience of event management and/or marketing activities.</p>	Application Form and Interview
Personal Details	<p>Professional and mature approach, confident and motivated.</p> <p>Able to work flexibly, occasionally in the evenings</p> <p>Ability to work within a busy team but also able to work on own initiative</p>		Application Form and Interview