

# Person Specification

**POST:** Careers and Employment Adviser  
**PROJECT:** Education & Employment

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>	<u>Measured By</u>
<p><b>Work Experience</b></p>	<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 &amp; 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 &amp; interview</p>

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