



JOB DESCRIPTION

Post: CAREERS ZONE ASSISTANT

Responsible to: Careers Lead

Salary: £18,969 - £20,873 pro rata
Scale 2/3 Points 15 - 20
37 Hours Per week
Term Time only (38 weeks)

Conditions of Service: Truro and Penwith College

Main Purpose of Job: To triage student enquiries regarding employability and careers so that the necessary service is accessed (internal and external), ensuring that a friendly and professional approach is maintained at all times.

To provide information and advice on job search activities through a variety of different methods including one to one queries, group presentations and facilitating access to 'Career Zones' range of employability resources.



Specific Duties:

To liaise with college staff, students, employers and other outside agencies for the purpose of placing, reviewing and monitoring of students on work placement.

To ensure that a professional atmosphere is maintained within the career and enterprise zone so that a strong sense of vocational purpose is clear to see

To coordinate job search activities so that students increase confidence and competence with interviews, sourcing part time work, creating CV's and gaining a sense of vocational identity.

To support students to improve their employability awareness and recording work placement activity, enterprise and vocational achievement on the Navigate system.

To maintain a database of employers who undertake work placements

To upload health and safety paperwork onto Cornwall Councils 'Veryan' system in a timely and accurate manner so that industry placements/work placements can be undertaken.

To maintain accurate and auditable records.

To organise information sessions regarding work placements, employment and apprenticeship opportunities for the students throughout the year.

To take an active lead on Enterprise Learning organising events designed to engage students with the enterprise agenda.

Maintaining video screens with relevant job vacancies, voluntary work and labour market information.

To use social media platforms to promote 'career zone' activity

Making use of personal networks and ongoing Employer liaison will be necessary to facilitate guest speakers and employer facing events such as careers conventions.



To act as a host venue for local employers looking to recruit.

To work with internal departments supporting Progression weeks, NEET's events and careers conventions.

To support the recruitment of candidates for work experience / part time jobs in conjunction with their Study Programme.

To collaborate with internal and external stakeholders and to be a point of contact regarding programme area queries/bookings

To advise on market trends and workforce development.

To set up appointments with the careers team to ensure learners are given the best possible guidance.

To take minutes for the Employability and Careers team meetings

To assist with the production of effective marketing and publicity material, to participate in all events/activities associated with the marketing and promotion of the service as required.

Implement the College's Equal Opportunities Policy, Race Equality Policy and Disability Policy.

Participate in the College's Performance Review and in-service training and staff appraisal.

Ensure a safe working environment in accordance with legal requirements and College regulations.

Undertake any other duties as may from time to time be specified by the College, that are within the level and responsibility appropriate to the grade of the post.



General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

Student Welfare and Support Services.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and



promoting the welfare of children and vulnerable adults.

To be responsible for promoting equality and diversity in line with College procedures.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.



PERSON SPECIFICATION

CAREERS ZONE ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- A minimum of a Level 3 Qualification or relevant Apprenticeship
- Experience of, or interest in developing skills in employability & Careers
- The ability to communicate well with students and to facilitate learning
- Knowledge of the jobs market and where typically vacancies are advertised.
- Excellent administrative and organisational abilities
- A high level of awareness of issues within education and the world of work
- Excellent interpersonal skills in dealing with staff, students and members of the public
- The flexibility and willingness to encompass and support new developments in both the curriculum and organisation of the College
- Able to undertake flexible working hours as working pattern may include evening and weekend deployment
- An understanding of the Personal Learning and Thinking Skills
- A high level of Information Technology skills, as the role will require the use of a number of systems
- Experience of working in an environment where sensitivity, empathy and patience are required
- The ability to multi-task in a busy, fast paced environment
- Be a committed team member, willing to support and collaborate with colleagues
- Demonstrate a flexible attitude towards their work, with a willingness to embrace and support change
- A commitment to continued professional development, and to expanding knowledge and sharing best practice

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.



Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

