JOB DESCRIPTION

Post: ESF Careers Officer – Ambitions Project

Responsible to: ESF Project Co-ordinator – Ambitions Project

Salary: Scale 5, Point 26 £22,585 per annum/pro rata
1 x Full Time, 37 hours per week
1 x Part Time, 29.6 hours per week (4 days)
Fixed Term until 31 July 2020 (with the potential for this to be extended until 31st December 2020)

This post is part-funded by the European Social Fund

Conditions of Service: Truro and Penwith College Conditions of Service

Main Purpose of Job: To provide careers education and information, advice and guidance to students and project participants, predominantly on an individual basis. The postholder/s will be required to support Careers delivery across the Truro, Penwith and Callywith College campuses.

Specific Duties:

To provide careers information, advice and guidance to students and project participants (including wider stakeholders) on an individual basis.

To provide employability support to students, with a particular focus on Level 2 students.

To provide effective information, advice and guidance on a range of careers pathways to project participants, including work experience, traineeships, apprenticeships and further and higher education.

To complete audit-compliant project paperwork and maintain effective records of participant engagement and progressions.

To support Continued Professional Development activities for wider College staff at the direction and discretion of the ESF Project Co-ordinator and Student Services Programme Team Leader.

To assist with the development of careers education activities and resources within the College.

To support curricular and tutorial activities and events across the College to promote the services of the ESF Ambitions project and Student Services.

To liaise with relevant members of Project and College staff including the ESF Ambitions team, Student Services and Tutors.
To liaise with wider ESF Ambitions project partners, including the CSW Group as Lead Partner, and other external stakeholders.

To support the College to maintain the standards for Investor in Careers and Matrix accreditation.

**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:

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

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.

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

Student Welfare and Support Services.

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.

Truro and Penwith College is an institution which will continue to go through a period of rapid growth and development. 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.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
PERSON SPECIFICATION

ESF Careers Officer – Ambitions Project

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

- Experience of offering careers information advice and guidance to young people, particularly those on Level 2 programmes.
- Knowledge of a range of careers pathways, including work experience, traineeships, apprenticeships and further and higher education.
- Information Advice and Guidance NVQ Level 4 Advice & Guidance or Level 6 Diploma in Career Guidance & Development
- Excellent organisational and administrative skills, ideally with experience of completing audit-complaint project paperwork
- Ability to plan, organise and work under pressure
- Self-motivated and personable – capable of working both as a team player and independently
- Strong communicator (written, oral and presentation skills), within technical, commercial or educational environments, with good analytical, diagnostic and problem-solving skills
- Excellent interpersonal skills with the ability to quickly establish good relationships with students and staff
- Exceptional attention to detail
- An awareness of issues of confidentiality and data protection
- ECDL or equivalent
- An enthusiastic and energetic approach to work challenges
- A commitment to working in a participant-focused manner

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.