

## **JOB DESCRIPTION – Head of Careers and Quality**

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| <b>Company Details</b> - EBP South  |
| <b>Your Location</b> - 1000 Lakeside, North Harbour, Western Road, Portsmouth, Hampshire. PO6 3EN |
| <b>Reporting To</b> - CEO   |
| <b>Direct Reports</b> – Career Practitioners (13 - 15)  |
| <b>Contract Type</b> - Full Time Permanent – 37 hours per week                                    |

### **About Us**

**Our Mission:** **is to inspire and prepare young people for the world of work.**

Working alongside forward-thinking businesses our proactive approach provides social mobility for young people, opportunities to challenge job role stereotypes and support for industries with emerging skills gaps, delivering a diverse, skilled workforce.

**Our Delivery:** **We achieve this by connecting education and business.**

Starting in primary school, we offer a pipeline of opportunities to engage with tomorrow's employees, and in such challenging times our partnership work as a single point of contact for businesses and schools has never been more important.

**Our Purpose:** **We do it because we believe in broadening horizons for young people to reach their future potential.**

As a result of EBP South's leadership, over the next five years more than 75,000 young people will connect to businesses, benefitting from ambitious, life-changing interactions that over an extended period, positively impact students' attainment and attendance.

### **Job Purpose**

Supporting the CEO and working closely with the Head of Marketing and Events, other Managers and the Career Practitioner Team, the Head of Careers and Quality is responsible for leading EBP South's provision of careers education, information, advice and guidance in schools, sixth form and colleges (CEIAG) and supporting the rest of EBP South to deliver Careers Related learning events and services.

The postholder is also the lead for all aspects of EBP South's Matrix Accreditation and ensures that all aspects of the charity's operations focus on the delivery of high-quality provision.

The postholder will provide professional leadership and management support to a team of careers practitioners, ensuring that EBP South's Careers Guidance Service meets the highest professional standards, follows the CDI Code of Ethics & Practice and is integrated into the organisation's wider services.

The role also contributes strategically as part of the Senior Management Team, shaping organisational direction, identifying opportunities for service development, and creating new products and initiatives that meet the evolving needs of schools, colleges and businesses.

As part of a small team, we are seeking individuals who share our commitment and passion for building opportunities for the talent of our future. Empowering businesses to explore and challenge the norm, creating pathways for a diverse and innovative way of thinking. If you are not afraid of a challenge, will roll your sleeves up to get involved in anything and everything, this rewarding opportunity will provide you with immense pride in your achievements and the difference that you will make to our education and business communities.

### **Skills and Personal Attributes**

- Experience of strategic leadership, with the ability to influence, inspire and drive organisational improvement. (D)
- Exceptional communication skills, with the ability to engage confidently at all levels, from senior leaders to external partners, frontline staff and young people. (E)
- Expert knowledge of careers education, CEIAG frameworks, and sector-specific quality assurance models. (E)
- A high level of professional integrity, demonstrating sound judgement, accountability and commitment to continuous improvement. (E)
- Collaborative and relationship-focused, building strong internal and external partnerships to enhance provision and outcomes. (E)
- Demonstrates innovative thinking and the ability to adapt effectively in high-pressure environments. (E)

### **Qualifications and Experience**

- A Careers Guidance qualification at Level 6. (E)
- More than 3 years' experience as a qualified careers practitioner/advisor/lead. (D)
- Experience of leadership responsibility in a career's role. (D)
- An ability to use current technology to support all aspects of CEIAG. (E)
- Understanding and experience of Safeguarding. (E)
- A working knowledge of evaluation practices, how this helps us measure impact and make change. (E)
- Current driving licence. (E)

### **Responsibilities**

- To lead EBP South's careers education information, advice and guidance provision, including the team of career practitioners.
- To be part of the Senior Management Team taking a strategic role in decision-making, planning and monitoring of EBP's operations and processes.
- To support the CEO with negotiation of Service Level Agreements and the scheduling and planning of contract delivery.
- To take the lead for all matters pertaining to quality in the organisation, including leading the annual process of Matrix Accreditation and ensuring the organisation sets high standards and meet these across all aspects of its provision.

- To work with identified schools, sixth forms and colleges, providing professional careers education, information, advice and guidance, to young people.
- To offer information, advice, guidance and support to young people in one to one or group work situations, to enable them to make a successful transition into education, employment or training opportunities.
- To prepare personal action plans with/for young people.
- To advocate for a young person when required to help them access opportunities.
- To ensure that information and data is managed in line with data protection legislation, so that all meetings with young people are recorded and can be followed up.
- To liaise and network with a range of partner agencies, service providers, employers and training providers.
- To develop and maintain an understanding of the local labour market and employment opportunities. Collect and interpret labour market information.
- To work closely with other EBP team members on the development, planning and delivery of specific events and programmes involving employers.
- To support school or college staff in training sessions related to careers education, information, advice and guidance.
- To contribute to the overall marketing and publicity of EBP activities in schools, sixth forms and colleges and in the local community.
- To lead on, develop, evaluate and report on all activities in terms of impact.
- To collect appropriate management information and accurate records.
- To ensure the safeguarding of young people within the scope of your role.

**Other Duties:**

- Take part in regular management meetings, six monthly reviews and annual appraisals.
- Contribute to the overall smooth running of the company through participation in team meetings, away days and other events.
- Take part in continuing professional development opportunities as agreed with line manager.
- To support the overall objectives of the EBP South as outlined in the Annual Business Plan.
- Any other duties as required in line with overall scope and purpose of the post.

This job spec is not exhaustive and may change from time to time in line with business requirements.

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| <b>1a</b> | <b>What level is this role</b> – Entry Level, established Admin/Operative, Team Leader/Supervisor, Manager, Senior Manager, Executive/Leadership Team   | Exec/Leadership Team   |
| <b>1b</b> | <b>Does this role sit on a management or executive board?</b> Yes/No and what level   | Y – SMT and also attends Board of Trustees plus sub committees.                      |
| <b>2a</b> | <b>Does this role require a professional qualification</b> – Yes/No and what type/level of qualification  | Y – Careers Guidance (Level 6 a minimum)   |
| <b>2b</b> | <b>Does this role require a minimum standard of education to perform the role competently</b> – Yes /No and what level – Basic education attainment, ‘A’ levels/Btec or equivalent, Degree level  | See above  |
| <b>3a</b> | <b>What level of similar experience does this role holder require to deliver this role competently</b> – No previous experience, Basic level experience, Good level experience, Seasoned/Expert experience                                    | Seasoned/expert  |
| <b>3b</b> | <b>Does this role require a technical level of expertise</b> – Yes/No and what level - Basic level, Good level, Expert level  | Expert level   |
| <b>4a</b> | <b>Does this role directly manage any other member of the team</b> Yes/No and how many they manage  | Yes – 13 staff   |
| <b>4b</b> | <b>If they manage people do they manage more than one function team i.e., they manage Finance and HR.</b>   | No   |
| <b>4c</b> | <b>Do the direct reports require a technical level of expertise to perform their role</b> Yes /No   | Yes  |
| <b>4d</b> | <b>Do the direct reports require a professional qualification to do their role</b> Yes/No   | Yes  |
| <b>4e</b> | <b>If there are no direct reports, is this role required to train/coach or advise others to develop their role competency</b> – Yes / No and in what capacity   | N/A  |
| <b>5a</b> | <b>Does this role have accountability for budgetary control</b> Yes/No and at what level – Value of sign off level.   | Yes, up to £10,000   |
| <b>5b</b> | <b>Is this role accountable for their decisions, actions and the consequences of same?</b>  | Yes  |
| <b>5c</b> | <b>Does this role have autonomous decision making</b> – Yes/No and at what level – Routine decision making, operational decisions, strategic decisions  | Yes, operational decisions   |
| <b>6a</b> | <b>Does this role have freedom to direct and action?</b> Yes / No and brief explanation if yes  | Yes – day to day limited supervision from CEO so able to direct and act as required. |
| <b>6b</b> | <b>Is this role involved in, contributes to and formulates strategy?</b> Yes / No and to what extent?   | Yes, as part of SMT/Board  |
| <b>7a</b> | <b>To what extent of complexity is this role involved in</b> Routine tasks, Routine and low level complexity, Routine and complex tasks, Routine and highly complex tasks   | Routine and complex, with some highly complex.                                       |
| <b>7b</b> | <b>How broad does this role extend to in terms of different skills / activities involved in the job?</b> Singular activity & singular skill, Singular activity & multi skills. Multi activity & singular skill, Multi activity & multi skill. | Multi activity and multi skill.  |
| <b>8a</b> | <b>Please describe the degree of people contact in terms of internal / external, level and the nature of</b>  | Internal and external stakeholders at all levels – students, teachers, Heads of      |

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|            | <p><b>the contact.</b><br/> I.e., role has internal &amp; external contact, deals with students and peer group. Contact involves general conversation and advice. Or<br/> Role has internal &amp; external contact, deal with all levels of the business including leadership team and senior members of external organisations. Contact involves making deals and contract agreements.</p> | Careers, Headteachers, parents, including contract negotiation.          |
| <b>9a</b>  | <p><b>How is the work of this role directed and assessed?</b><br/> -<br/> Self-generated, self-directed, outcomes shared<br/> Given direction, task directed, regular check-in's<br/> Given direction, task directed, closely monitored</p>   | Self-generated with significant initiative required.                     |
| <b>10a</b> | <p><b>To what degree of mental and physical pressure does this role involved.</b><br/> Highly pressurised<br/> Moderate pressure<br/> Low level pressure</p>  | Highly pressurised.  |
| <b>11a</b> | <p><b>In what environment does this role mainly operate</b><br/> Office and desk based<br/> Office and on feet all day<br/> On-the-road and frequent off-site appointments<br/> Remote based</p>  | Office and desk based, with regular off-site visits to schools/colleges. |