JOB DESCRIPTION – Level 4 or 6 Qualified Careers Practitioner

Company Details – EBP South
Your Location – Primarily schools in the Portsmouth and South Hampshire area. The EBP South Office is based at 1000 Lakeside, North Harbour, Western Road, Portsmouth, Hampshire, PO6 3EN.
Reporting To – CEO
Direct Reports – None
Contract Type – Hybrid – Part Time/Full Time/Term Time plus 2 weeks. FTE 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

Reporting to the Careers and Quality Manager and working closely with schools, colleges, sixth forms and businesses, Career Practitioners are responsible for preparing and inspiring young people (under 18) and vulnerable adults (19 to 25) for their transitions from school, college and sixth form to the world of work. This is done by providing information, advice and guidance (IAG) on a variety of careers education topics as well as personal development through 1 – 1 interventions, group works and a range of in school workshops and external events.

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 role 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.

Employees with a Level 4 qualification will be required to study for the Level 6 Diploma in Career Guidance and Development. EBP South will cover the cost of this.

Skills and Personal Attributes

- Ability to build effect relationships with young people (under 18) and vulnerable adults (19 to 25) from a variety of backgrounds. (E)
- Excellent interpersonal skills and the ability to work with a range of individuals (young people and vulnerable adults), groups and organisations. (E)
- Excellent written and verbal communication skills. (E)
- Excellent organisational skills. (E)
- Comfortable with working independently, in a variety of settings and in isolation. (E)
- Must be able to work as part of team. (E)
- Willing to work flexibly, develop new products and services which link into the overall objectives of the organisation. (E)
- Self-motivated and able to work with minimum supervision. (E)
- A positive, action focussed approach to work. (E)
- Willing to learn new skills and develop within the job. (E)
- Ability to prioritise workload and meet deadlines. (E)
- Confident and enthusiastic. (E)
- Ability to be adaptable and to think on your feet. (E)
- Able to work on a 1-1 basis and facilitate small and large groups. (E)

Qualifications and Experience

- A recognised careers guidance qualification at Level 6 or above. (D)
- A recognised careers guidance qualification at Level 4 or above. (E)
- Good GCSE in English or equivalent. (E)
- Current driving license. (E)
- Some experience in providing 1-1 career guidance interviews to young people under 18 and vulnerable adults (19 to 25). (E)
- Some experience in developing, facilitating, delivering and reviewing small and large group sessions. (E)
- Must have experience of working in schools, colleges and sixth forms. (E)
- Up to date knowledge of the current education system. (E)
- Up to date knowledge of current careers IAG practice and policy. (E)
- An understanding of the process of learning and reflection. (E)
- Excellent working knowledge of Microsoft Office Applications and other web based platforms. (E)
- Experience and knowledge of on-line career tools. (E)
- Up to date knowledge of national and local labour market. (E)
- Experienced in engaging and working with employers and business volunteers. (E)
- Aware of current safeguarding practice and can demonstrate a commitment to safeguarding. (E)

Responsibilities

- To work with identified schools, colleges and sixth forms, providing professional careers IAG to young people and/or vulnerable adults (19 to 25), as agreed in advance with the school, college or sixth forms.
- To provide impartial information, advice, guidance (IAG) and support young people and/or vulnerable adults in one to one sessions, small or large group workshops that enable them to make a successful transition into education, training or employment opportunities.
- To support young people and/or vulnerable adults with their career learning, planning and development by providing impartial IAG to students from Year 7 to Year 13 in school, college or sixth form settings.
- Assist young people and/or vulnerable adults in the preparation of personal action plans and advocate for them when required to facilitate access to opportunities and support.

- Liaise and network with a range partner agencies, service providers, employers, business volunteers and training providers.
- Maintain an understanding of the national and local labour market opportunities. Collect, interpret and share labour market information with clients.
- Support schools, college and sixth form staff with enhancing their career development strategies and career education activities.
- To evaluate all activities in terms of impact and quality.
- Ensure that information and data is managed in line with data protection legislation.
- To collect appropriate management information and provide accurate records.
- To ensure the safeguarding of children, young people and vulnerable adults within the scope of your role.
- To undertake a minimum of 25 hours of continuous professional development to remain on the professional register.
- To follow the CDI (Career Development Institute) Code of Ethics and Practice for Careers Professional.
- Take part in regular professional support with peers, supervision, 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.
- To contribute to the overall marketing and publicity of activities in schools, colleges, sixth forms and in the local community.

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