

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Careers Guidance Adviser	<b>Post Number:</b>	CS1355P
<b>Daily Supervision:</b>	Careers Guidance and Reception Manager	<b>Grade:</b>	CSS Scale 6
<b>Department:</b>	Library and Careers Guidance	<b>Last Updated:</b>	May 2025

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

To provide professional careers guidance to current and prospective students through personal guidance interviews and other information, advice and guidance activities; assisting them to make well informed, realistic career and education decisions.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To support the delivery of the College's careers strategy and implementation of the Gatsby Benchmarks with particular emphasis on Benchmark 8 (Personal Guidance).
2. To work under the direction of the Careers Guidance and Reception Manager to provide a comprehensive, confidential and impartial careers and education information, advice and guidance service to students and clients in one to one and group settings.
3. To undertake activities to support college students to successfully identify and apply for Higher Education opportunities and Higher Education Student Finance.
4. To work with other staff to assist in the organisation of careers events and other promotional activities and to participate at such events. This will include occasional evening and weekend work.
5. To work with other College staff including Marketing to produce appropriate promotional resources.
6. To liaise with key staff within the College, including tutors, student services, marketing, digital engagement, library, progress coaches, and information services, to support students and clients to achieve their careers and education information, advice and guidance aims.
7. To liaise with appropriate external bodies, such as National Careers Service, Student Finance, UCAS, and so on, to support students and clients to achieve their careers and education aims.
8. To develop and maintain a network of contacts with private, statutory and voluntary organisations and institutions concerned with the provision of local and national education and training opportunities.
9. To be actively involved in the development and promotion of the work of the Careers Guidance Team and attend meetings and be actively involved.
10. To develop knowledge of the funding and support mechanisms available to students and clients from both internal and external sources.
11. Support School Liaison activities including visiting schools or participating in visits as required.
12. To work closely with Student Services including Financial Support, Assessment and Support and Safeguarding Teams to support clients.
13. To work closely with appropriate staff to undertake activities designed to encourage retention and achievement of the student cohort.
14. To keep the line manager informed of work, development and professional issues via the PMR system.
15. To maintain data, statistics, reports and records as required within the scope of the post, both for internal and external purposes.
16. To uphold client confidentiality and data protection requirements
17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
19. To maintain quality standards appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

	Knowledge	PSM
1	Level 4 Careers IAG qualification is essential (15); Level 6 Career development IAG qualification desirable (25)	A/I
2	HND or equivalent	A/I

	Skills/Abilities – Interpersonal	PSM
3	Ability to contribute to and work within a team or on own initiative	A/I
4	Excellent listening, written and verbal communication skills	A/I/T
5	Thorough understanding of the importance of confidentiality and data protection	A/I
6	The ability to work effectively and in a non-discriminatory manner with clients from a wide variety of economic, cultural and social backgrounds in one to one or group settings	A/I/T
7	Effective negotiating, networking and customer care/client handling skills	A/I
8	The ability to support and advise clients towards successful outcomes	A/I/T
9	Effective time management and organisational skills working towards targets and deadlines	A/I

	Experience	PSM
10	Significant recent experience of delivering one to one personal careers guidance	A/I
11	Significant recent experience of delivering group careers guidance interventions	A/I
12	Significant recent experience of working with clients from a wide variety of economic, cultural and social backgrounds	A/I
13	Significant recent experience of working within internal and external networks of a careers, education and employment nature	A/I
14	Significant recent experience of taking responsibility for planning and co-ordinating careers information, advice and guidance events	A/I
15	Significant recent experience of supporting students to apply for Higher Education opportunities and student finance.	A/I
16	Practical experience of writing and developing promotional literature	A/I
17	Recent experience of working towards national quality standards	A/I

	Work Related Circumstances	PSM
18	The ability and willingness to undertake relevant staff development	A/I
19	The ability and willingness to travel within locations and work occasional unsociable hours, including late evenings and weekends	A/I

	Skills/Abilities - Other	PSM
20	Appropriate level of IT skills to undertake relevant duties, e.g. MS Office and other IT systems or the willingness and ability to undertake relevant training	A/I
21	Responsibility for safeguarding and promoting the welfare of young people and vulnerable adults wherever applicable	A/I

<b>Prepared By:</b>	Rachael Adair
<b>Date:</b>	15 May 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test