



Job Description

JOB TITLE:	Careers Adviser (Young People)
POST NUMBER:	14
SALARY RANGE:	Spine points 30-32
GRADE:	4
REPORTS TO:	Team Manager
LOCATION:	Bournemouth, Poole and Dorset
LEVEL OF DISCLOSURE:	Enhanced

Job Purpose

1. Engage with young people aged 13 to 19 to identify their needs, and offer information, advice and guidance on all aspects of a young person's life and individual and group based personal development opportunities, with a view to raising their aspirations.
2. Provide young people with impartial information, advice and guidance in accordance with government, company and local policies and guidelines and standards.
3. Help young people to overcome barriers that affect their capacity to engage in learning, education or employment.
4. Work with and support education and training institutions and employers in designing local provision so that it better meets the needs of young people.
5. Contribute to area/team/locality achievement of targets and business goals contained with the Service Level Agreements/Business Plans.
6. Achievement of specific personal targets as directed by the company, Senior Management Team and Team Managers.
7. Work within geographical location(s) across the county of Dorset as directed by Area Director/Area Manager/Team Managers to fulfil business of company, area and locality team.

Key Tasks and Responsibilities

The key tasks and responsibilities are to:

1. Work with a network of voluntary, statutory and community agencies, and commercial bodies to ensure a coherent approach to overcoming the barriers to learning and employment faced by young people.
2. Work with parents, carers and families to support young people to engage and motivate young people.
3. Manage and record information effectively and accurately to facilitate the process of meeting the needs of young people and Ansbury.
4. Work as part of a team of multi agency staff to deliver services to young people and their communities in the Locality Districts.
5. Engaging with young people to identify and assess their needs and strengths in a coherent and comprehensive way.
6. Review and reflect upon own professional practice to achieve continuous improvement in performance.
7. Support Team Managers in developing revised structures in the designated Locality Areas.
8. Utilise resources to ensure that an efficient and cost effective service is provided to service users.
9. Work towards quality standards, e.g. regular Key Steps performance assessments/written outcomes.
10. Advising on options that meet the needs, abilities and aspirations of young people and develop a written action plan on agreed options.
11. Work with young people to implement review and where necessary change the action plan to meet their identified needs.
12. Provide group based and individual support and development opportunities for young people.
13. Contribute to the collection and dissemination of information about personal development opportunities, support services and opportunities for learning, training and work for young people.
14. Advocate and mediate on behalf of young people in particular

circumstances.

15. Drawing in expertise and mediate/co-ordinate on behalf of young people with specific/complex needs and help young people to prepare themselves for referral to other services or provision.
16. Ensure a coherent and co-ordinated approach to all aspects of work with a young person.
17. Share information with other services in accordance with data sharing protocols to ensure a shared understanding of a young person's needs to help young people access services without repeated form filling.
18. Develop a written plan with the young person that links or is part of other statutory plans.
19. Monitor the performance of service providers in relation to young people and working with the agency to improve future provision.
20. Ensure that Partnership's responsibilities and obligations in respect of Equal Opportunities and health and safety are actively promoted and sustained.
21. To attend training as and when directed by the Team Manager/Area Director/Area Manager and as required by the role.

Person Specification
Careers Adviser (Young People)

Qualifications and Training	Essential	Desirable
Proven ability and willingness to undertake written projects at NVQ level 4.	✓	
NVQ 4, Degree or equivalent level 4 qualification	✓	
Diploma in Careers Guidance Parts 1 & 2 OR NVQ 4 in Advice and Guidance, or NVQ 4 LDSS.	✓	
Experience	Essential	Desirable
Evidence of significant experience building relationships with young people aged 13 to 19 years.	✓	
Evidence of significant experience working with young people in a variety of settings.	✓	
Experience of working within a similar role.	✓	
Skills, and Knowledge	Essential	Desirable
Communicate effectively with Young People	✓	
Knowledge of education, training and employment structures and trends.	✓	
Demonstrate strong self management skills and a 'can do' attitude.	✓	
Demonstrate experience of being a reflective practitioner.	✓	
Awareness of local networks in the community.	✓	
Proven ability to work on own and as part of a team.	✓	
Evidence of excellent verbal, written and presentational skills.	✓	

Proven ability to prioritise tasks and manage time.	✓	
Proven ability to relate to a wide range of individuals and organisations at a variety of levels.	✓	
A broad knowledge of quality assurance procedures.	✓	
Proven ability to be self motivated in the achievement of targets and meeting deadlines	✓	
Proven ability to problem solve and create/implement innovative approaches to service delivery	✓	
Proven ability to develop effective working relationships with a range of partners including e.g. business, education, youth service.	✓	
Excellent administration skills (ie paperwork/filing about young people and data base input and related paperwork)	✓	
Proven ability to use ICT eg word processing, spreadsheets, presentation software and database, to extract and present information.	✓	
Disposition and Motivation	Essential	Desirable
Demonstrate flexibility and responsiveness to change.	✓	
Demonstrate a positive and proactive approach to work.	✓	
Commitment to continuous professional development of self to maximise skills/experience.	✓	
Understanding of and commitment to equal opportunities.	✓	
Understanding of and commitment to Ansbury Values	✓	

Empathy with other service partners	✓	
Job Circumstances	Essential	Desirable
Willing to undertake a criminal records bureau check for convictions and cautions (enhanced disclosure)/be registered with ISA.	✓	
Willing and able to work flexibly across the local area as directed by the Team Manager/Area Manager and to meet the needs of the business	✓	
Willing and available to work outside of normal working hours, as required to fulfil the duties of the post.	✓	
Access to a car and ability to undertake travel as required to fulfil the duties of the post.	✓	

Authors: Julie Painter
Date: 21/08/11