



Careers Advisor

Person Specification

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Have a degree and/or relevant guidance qualification or working towards a CEIAG Level 6 qualification 	<ul style="list-style-type: none"> Appropriate accredited qualification in CEIAG (Level 6)
Knowledge and skills	<ul style="list-style-type: none"> Ability to work with young people. Ability to work effectively as a member of a team and to work independently when required. Good, clear communication skills, oral and written. Well motivated; ability to work with minimum supervision. Excellent interpersonal skills. Eye for detail and committed to accuracy. Ability to keep to procedures. Strong organisational skills Commitment to collaboration with local schools, colleges, businesses and agencies. Confident to speak to a wide range of people. 	<ul style="list-style-type: none"> Awareness of data protection. Ability to follow written procedures.
Experience	<ul style="list-style-type: none"> Awareness of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate. Computer literate. Experience of working with young people Experience of working within the careers service 	<ul style="list-style-type: none"> Understanding of Child Protection and Health and Safety Regulations. Experience of working in business/industry
Personal Qualities	<ul style="list-style-type: none"> Good communication skills Calm, patient and an appreciation of a sense of humour Team player Flexible attitude Proactive Motivated Well organized Ability to work within school policy (with particular regard to Safeguarding) 	