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**PERSON SPECIFICATION**

**Post: Careers Guidance and Employability Manager**

**Salary/Grade: Grade 9 SCP 23 -26 £33,083 - £35,678**

**Responsible to: Director of Curriculum and Progression**

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| **Criteria** | **Desirable** | **Essential** | **Method of Assessment** |
| 1. **Qualifications and Training**
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| 1.1 Degree or equivalent  |  | ✓ | Application |
| 1.2 A qualification in Careers Guidance/Guidance at Level 4  | ✓ |  | Application |
| 1.3 Evidence of recent and relevant CPD |  | ✓ | Application |
| 1.4 Careers Leader trained or a willingness to complete within 12 months |  | ✓ | Application |
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| 1. **Knowledge, Experience and Technical Skills**
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| 2.1 The ability to lead and motivate a team and co-ordinate initiatives |  | ✓ |  |
| 2.2 Demonstrable evidence or leading or managing a team or project | ✓ |  |  |
| 2.3 Evidence of in-depth understanding of careers services and statutory guidance including the Gatsby Benchmarks and the DfE Careers Guidance Strategy (2022) |  | ✓ | ApplicationInterview |
| 2.4 Experience of careers advice, guidance and education |  | ✓ | ApplicationInterview |
| 2.5 Detailed knowledge of careers processes and systems including the UCAS application process |  | ✓ | ApplicationInterview |
| 2.6 The ability to present effectively to large audiences including students, parent/carers and college staff  |  | ✓ | ApplicationInterview |
| 2.7 Experience of working with HE institutions, apprenticeship providers and a range of employers from different skills sectors to develop new opportunities for students | ✓ |  | ApplicationInterview |
| 2.8 Experience of using management information systems to monitor progress, keep appropriate records and produce timely reports |  | ✓ | ApplicationInterview |
| 2.9 Experience of collaborative working across teams | ✓ |  | ApplicationInterview |
| 2.10 Experience of organising and managing large employer/HE/apprenticeship/employability events | ✓ |  | ApplicationInterview |
| 2.11 Experience of writing a Self-Assessment Report and Quality Improvement Plan | ✓ |  | ApplicationInterview |
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| 1. **Personal Qualities, Abilities and Skills**
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| 3.1 Ability to deal calmly, professionally and tactfully with complex and sensitive issues and a range of people. |  | ✓ | Application/Interview |
| 3.2 Adaptable, with a desire to stay updated on current developments and relevant software and technologies that support careers education |  | ✓ |
| 3.3 A willingness to undertake further training relevant to the post. |  | ✓ |
| 3.4 Self-motivated and positive thinking, with a can-do attitude. |  | ✓ |
| 3.5 Uses own initiative to solve problems and responds proactively to the unexpected. |  | ✓ |
| 3.6 Establishes and maintains effective working relationships with colleagues and third parties at all levels. |  | ✓ |
| 3.7 High-level of communication and presentation skills and takes the time to think about how best to deliver key messages |  | ✓ |
| 3.8 Ability to work on own initiative, unsupervised as well as part of a team. |  | ✓ |
| 3.9 Works with a high degree of accuracy and attention to detail |  | ✓ |
| 3.10 Strong track record of managing and prioritising a substantial workload and meeting deadlines. |  | ✓ |
| 3.11 Ability and willingness to work flexibly (open evenings, open days and enrolment duty) to meet the needs of the college. |  | ✓ |
| 3.12 Ability to use networks and maintain good working relationships  |  | ✓ | ApplicationInterview |