

## 19-098 – Careers Adviser/UCAS Co-ordinator

<b>Hours:</b>	37 hours per week, 26.2 weeks per year
<b>Salary:</b>	£24,047 – £29,510
<b>Actual Salary:</b>	£14,210.51 - £15,991.98
<b>Duration:</b>	Temporary until 6 <sup>th</sup> July 2021
<b>Location:</b>	Colchester

Colchester Institute is seeking a Careers Adviser/UCAS Co-ordinator to assist in the planning, development and delivery of a high-quality Careers Service which meets the needs of current and prospective students. You will ensure current and prospective students are supported in making vocational choices and in developing their career management skills by offering individual and group guidance; by the development, organisation and delivery of relevant events forming part of the Careers Education Programme and providing a professional information, advice and guidance service.

As part of the role you will assist with the planning, development and delivery of the Careers Team, Careers Education Programme, and the provision of quality information, advice and guidance to comply with the Careers Strategy 2017 as well as Liaising with and supporting academic departments to promote employability and careers education initiatives.

**Closing date:** 1<sup>st</sup> November 2020

To apply please complete our Application form and return by email to [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk) or by post to the Human Resources Team, quoting the job reference. We do not accept CV applications however, CV's can be provided in addition to our Application Form as supporting information if you wish.

[Download Application Form \(.docx\)](#)

[Download Application Form \(PDF\)](#)

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk) or call 01206 712333 if you have any queries or would like further information.

### Additional Information

*Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.*

*Please visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College.*

## **Colchester Institute Job Description**

<b>Job Title:</b>	<b>Careers Adviser/UCAS Co-ordinator</b>
<b>Regulated Activity:</b>	<b>No</b>
<b>Responsible To:</b>	<b>Operational Careers Leader</b>
<b>Line Management of other staff:</b>	<b>No</b>
<b>Location:</b>	<b>Colchester</b>
<b>Salary:</b>	<b>Range S 25 – L29</b>

### **Purpose Statement:**

To assist in the planning, development and delivery of a high-quality Careers Service which meets the needs of current and prospective students. The service should ensure to support current and prospective students in making vocational choices and in developing their career management skills by offering individual and group guidance by the development, organisation and delivery of relevant events forming part of the Careers Education Programme and providing a professional information, advice and guidance service. To ensure that careers education and vocational guidance is an integral part of the student experience.

### **Main Duties & Responsibilities:**

<b>1</b>	Assist with the planning, development and delivery of the Careers Team, Careers Education Programme, and the provision of quality information, advice and guidance to comply with the Careers Strategy 2017.
<b>2</b>	As UCAS Co-ordinator, be responsible for the administration of Colchester Institute's membership of UCAS Apply and for ensuring and providing the necessary quality control, student/staff support, and timely submission of all UCAS applications made by our FE students.
<b>3</b>	Conduct career guidance interviews and drop-in sessions with students, including answering career and educational enquiries by telephone and email.
<b>4</b>	Liaise with and support academic departments to promote employability and careers education initiatives.
<b>5</b>	Participate in the planning and organisation of careers events.
<b>6</b>	Deliver presentations and group work to groups of students, parents and academic staff.
<b>7</b>	Assist with the development and organisation of the Job Shop boards and Vacancy Resources.
<b>8</b>	Assist with the development and organisation of the Careers website, portal pages and Moodle presence and other relevant on-line resources.
<b>9</b>	Contribute to the maintenance and development of high quality information, advice and guidance service in accordance with the requirements of the Gatsby Benchmarks, Matrix Quality Standard and Quality in Careers Standard (QICS).
<b>10</b>	Promote excellent customer service both internally and externally.

11	Develop and maintain close working relationships with a network of careers advisers and other relevant professionals in the local area. Also, to visit and liaise with local employers, training providers and other appropriate organisations.
12	Co-ordinate and host visits from outside organisations and individuals.
13	Attend training events when appropriate in the context of continuing professional development.
14	Work at all Open Events, Student Advice and Enrolment events and twilight interview sessions.
15	Deputise for the Operational Careers Leader, when required, at meetings, events and presentations.
16	To develop and update personal professional expertise in the relevant areas.
17	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
18	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

## Colchester Institute Person Specification

### Position: Careers Adviser/UCAS Co-ordinator Maternity Cover-Term time only

Delete a tick for each point, so that each has only Essential or Desirable selected. Please also specify how each one will be assessed by deleting the methods not applicable.	Essential	Desirable	How is this assessed?
<b>Qualifications</b>			
A recognised qualification in Information, Advice and Guidance at Level 6 or above	✓		A / I
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A / I
Honours degree or equivalent qualification		✓	A / I
<b>Experience</b>			
Experience in careers education and vocational guidance or an allied professional area	✓		A / I
Knowledge of the requirements of the Careers Strategy, Gatsby Benchmarks, Matrix Quality Standard and QICS Award	✓		A / I
Use of the Internet and Microsoft Office packages, i.e. Word, Excel and Outlook	✓		A / I
Knowledge and experience of the UCAS Apply System	✓		A / I
Knowledge of careers education software packages		✓	A / I
<b>Knowledge and Skills</b>			
Ability to persevere and continue to drive forward the momentum of work streams and projects	✓		A / I
Proven administrative and organisational skills	✓		A / I /
A proactive, energetic customer focused and results oriented approach	✓		A / I
Evidence of an innovative approach	✓		A / I
Able to demonstrate a commitment to working with students and tutors	✓		A / I

Able to demonstrate a commitment to developing the work of the Careers Team, the Careers Education Programme and a professional Information, Advice and Guidance service	✓		A / I
The ability to develop and maintain own professional knowledge, skills and experience, including formal training	✓		A / I
The ability to network with fellow professionals, local educational establishments, training providers and employers	✓		A / I
Excellent interpersonal, oral and written communication skills	✓		A / I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		A / I
<b>Personal Attributes</b>			
Flexible approach to working which includes support for Open Events, Student Advice and Enrolment events and the occasional Saturday at all campuses	✓		A / I
A strong commitment to equality and diversity	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities	✓		A / I
Ability to work flexibly to meet changing needs and work demands		✓	I
Continuously improving and commitment to own personal and professional development		✓	I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test