

Role Description

Role Title: Future Quest Pre-HE Careers Adviser	Pay Grade: £26,885 - £29,379 pro-rata for part time roles
Normal Place of Work: Multi-site	Line Manager: Future Quest Project Manager & Careers and Employability Manager
Normal Working Hours: 22.5	Responsible For: N/A

ROLE PURPOSE

To deliver a professional pre-HE entry careers service for Future Quest at City of Bristol college through provision of specialist careers information, advice and guidance.

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for provision of specialist impartial careers information, advice and guidance to prospective and potential higher education students through workshops and one to one guidance (by email, phone and face to face).
2. To monitor attendance at events and to monitor the progress and attendance of individual students, and ensure that data is captured from students in line with project objectives.
3. To report regularly to management groups, ensuring risks and issues are raised in a timely fashion.
4. To draft reports, prepare and deliver briefings, training and presentations as required including to represent Future Quest at school and college events where input, including formal presentations or workshop sessions, related to career aspiration and/or graduate employability is needed, and to attend Future Quest staff training activities.
5. To develop and deliver appropriate careers information and other resources including designing and delivering workshops and designing workshops for others to deliver.
6. To build and maintain relationships with contacts in the Future Quest partnership, including attending internal and external meetings to ensure that Future Quest CIAG issues are appropriately represented and reported.
7. To contribute to Future Quest projects using specialist knowledge and/or lead short term projects.
8. To carry out assessment and analysis of issues and problems, using specialist knowledge to identify and recommend appropriate solutions, and to refer significant issues as appropriate.
9. To act as a senior member of the team, supporting the team to meet its objectives and timescales and to support the induction and delivery of training to staff in the team.
10. To comply with the University's equal opportunities policy, and use this role to promote equal opportunity wherever possible. In particular to demonstrate, through all activity, a strong commitment to widening participation in HE.
11. To take reasonable care of your own health and safety and comply with rules and guidance relating to health and safety matter.
12. Any other reasonable duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Future Quest Project Manager Head of Student Experience Careers and Employability Manager	Personal development tutors and curriculum staff Student Services Work placement team Head of Departments Schools Liaison Officer Widening Participation and Student Engagement Officer Current and prospective students Extended college staff including curriculum, MIS and other support staff Director of Marketing Sales & Learner Services
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Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post
- Demonstrates integrity, fairness, equality and consistency when working with colleagues in a team. Provides guidance, constructive feedback and support to motivate colleagues.
- Planning and organising to achieve results
- Is able to plan and co-ordinate work appropriately to make the best use of resources and to achieve targets. Communicates and monitors achievement against plans.
- Identifies innovative ways in which quality of service can be improved and ideas for reducing costs and for efficiency improvements.
- Delivers excellent customer service, suggests improvements, and solves customer problems.
- Has a 'can do' attitude and fosters this amongst colleagues/team members. Respond positively to changing situations.
- Has highly effective communication skills. Establishes positive and effective working relationships by meeting regularly with colleagues, encouraging feedback, and through setting up effective networks across the Department/University.
- Demonstrates active management of personal and professional development. Is able to develop and coach others to possess necessary knowledge, skills and experience to reach their full potential.
- Encourages the team to understand the needs of others and the part they play in the University as a whole. Ensures integration and co-operation between teams and the sharing of knowledge and good practice.

Values

To role model the College values of: inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Degree or relevant professional experience	✓		AF/Cert
Postgraduate qualification in Careers Guidance or equivalent	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of working in schools and influencing school approach to Pre-HE preparation	✓		AF/IV
Experience of designing and delivering workshop activity to equip staff (e.g. teachers) with the knowledge or skills to work with students who could apply to higher education.	✓		

Up to date knowledge of trends, data and resources relating to university applications and graduate employability.		✓	
Understand quality standards for careers information, advice and guidance in the context of learning and work.	✓		
Experience of effective one to one pre-HE careers work with clients from a variety of backgrounds.	✓		AF/IV
Evidence of a creative approach to designing workshop activity with students.		✓	AF/IV
Good organisational skills and can demonstrate broad based administrative experience in a professional or specialist service in a large complex organisation e.g. Higher Education.	✓		AF/IV
Excellent IT skills with experience of email, MS Office including Word, PowerPoint, Excel to expert level.	✓		AF/IV
Experience of work with complex data base systems and of extracting, analysing and interpreting data to produce reports and presenting information to others.		✓	AF/IV
SKILLS AND ABILITIES			
Demonstrates integrity, fairness, equality and consistency when working with colleagues in a team. Provides guidance, constructive feedback and support to motivate colleagues	✓		AF/IV
Is able to plan and co-ordinate work appropriately to make the best use of resources and to achieve targets. Communicates and monitors achievement against plans.	✓		AF/IV
Identifies innovative ways in which quality of service can be improved and ideas for reducing costs and for efficiency improvements.	✓		AF/IV
Delivers excellent customer service, suggests improvements, and solves customer problems.	✓		AF/IV
Has a 'can do' attitude and fosters this amongst colleagues/team members. Respond positively to changing situations.	✓		AF/IV
Has highly effective communication skills. Establishes positive and effective working relationships by meeting regularly with colleagues, encouraging feedback, and through setting up effective networks across the Department/University.	✓		AF/IV
Demonstrates active management of personal and professional development. Is able to develop and coach others to possess necessary knowledge, skills and experience to reach their full potential.	✓		AF/IV
Encourages the team to understand the needs of others and the part they play in the University as a whole. Ensures integration and co-operation between teams and the sharing of knowledge and good practice.	✓		AF/IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed
Date



17/07/24