

## Job Description – Pre-HE Careers Advisor

Role Title: Pre-HE Careers Advisor	Salary: £27,692 - £30,261 pro-rata for part time roles Actual Salary: £16,839.73 - £18,401.96
Normal Place of Work: All college sites	Line Manager: Future Quest Project Manager & Careers and Employability Manager
Normal Working Hours: 22.5 hours	Responsible For: N/A

### Purpose of role

The purpose of this role is to bring your expertise in careers guidance and student support to the heart of the college's mission to inspire and empower prospective and potential higher education students.

By offering specialist, impartial advice, you will play a crucial role in helping students make informed decisions about their career aspirations and educational pathways. Your work will directly contribute to the college's efforts to widen participation in higher education, ensuring that all students have the support they need to succeed.

Through building relationships, developing resources, and delivering engaging workshops, you will help create an environment where students feel confident, motivated, and ready to take the next step in their academic and professional journeys.

### Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.

- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

## College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

## What will the job entail?

- a) In this role, you will play a key part in shaping the student experience by developing and delivering specialist, impartial careers information, advice, and guidance to prospective and potential higher education students. You will engage with students through workshops, one-on-one sessions, and various communication channels, helping them make informed decisions about their future career paths.
- b) You will contribute to the success of recruitment events by tracking engagement and progress, ensuring that key data is captured to help drive the achievement of project goals. By monitoring individual student progress, you will play a significant role in enhancing their journey towards higher education.
- c) You will bring your expertise to regular reporting, keeping management teams updated on progress, and raising any risks or challenges that may arise, ensuring timely solutions are implemented. Your input will be essential in preparing and delivering briefings, training, and presentations, representing Future Quest at key school and college events, and sharing your knowledge on career aspirations and graduate employability.
- d) Through developing and delivering high-quality career resources, workshops, and sessions, you will support students and colleagues in achieving their goals. Your work will directly contribute to the effectiveness of Future Quest's offerings, creating opportunities for wider participation in higher education.
- e) Building and nurturing relationships will be at the heart of your work. You will collaborate closely with the Future Quest partnership and external stakeholders, representing the programme and ensuring that careers information, advice, and guidance priorities are communicated effectively across all platforms.
- f) You will bring leadership and specialist knowledge to various Future Quest projects, and your contributions will support the achievement of long-term goals. By solving problems, assessing challenges, and offering practical solutions, you will ensure the continuous improvement of services provided to students.
- g) As a member of the team, you will help guide the team towards achieving its objectives. You will actively contribute to team development by supporting staff induction and delivering training to ensure consistent, high-quality performance.

- h) With a strong commitment to promoting equal opportunities, you will champion diversity and inclusion through all aspects of your work. Your efforts will focus on widening participation and ensuring that every student has the opportunity to succeed in higher education.
- i) Lastly, you will be flexible and adaptable, taking on additional duties as required to support the wider goals of the team and the college.

## Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

<b>Head of Student Experience</b>	By collaborating with the Head of Student Experience, you can align career services with broader student experience initiatives, ensuring that career guidance is integrated into the overall educational journey of students.
<b>Careers and Employability Manager</b>	Working in partnership with the careers and employability manager helping to shape and implement career-focused programmes that prepare students for their future careers.
<b>Careers Advisors</b>	Drawing on their expertise to deliver tailored advice and guidance, ensuring students receive the personalised support they need to achieve their academic and career aspirations. Through these key collaborations, you will contribute to a unified approach that empowers students to reach their full potential.

## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
<b>Qualifications</b>		
Degree or relevant professional experience	✓	
Level 6 Qualification in Careers, Information, advice & Guidance or equivalent	✓	
<b>Knowledge and Experience</b>		
Experience of working in schools and influencing school approach to Pre-HE preparation	✓	
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.		✓
Evidence of a creative approach to designing workshop activity with students.		✓
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.	✓	
Excellent IT skills with experience of email, MS Office including Word, PowerPoint, Excel to expert level.	✓	
Experience of work with complex data base systems and of extracting, analysing and interpreting data to produce reports and presenting information to others.		✓
<b>Skills and Abilities</b>		
Demonstrates integrity, fairness, equality and consistency when working with colleagues in a team. Provides guidance, constructive feedback and support to motivate colleagues	✓	
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.	✓	