

## Job Description – Future Quest Careers Advisor

Role Title: Future Quest Pre-HE Careers Advisor	Salary: £26,885 - £29,379 pro-rata for part time roles
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

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.

### 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) 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).
- b) 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.
- c) To report regularly to management groups, ensuring risks and issues are raised in a timely fashion.
- d) 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.
- e) To develop and deliver appropriate careers information and other resources including designing and delivering workshops and designing workshops for others to deliver.
- f) 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.
- g) To contribute to Future Quest projects using specialist knowledge and/or lead short term projects.
- h) 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.
- i) 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.
- j) 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 Higher Education.
- k) To take reasonable care of your own health and safety and comply with rules and guidance relating to health and safety matter.
- l) Any other reasonable duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder

## 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.

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

## 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	✓	
Postgraduate qualification in Careers 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.	✓	