**Vision Business Support Services is a subsidiary company of West Nottinghamshire College Group.**

**Careers and Employability Advisor**

**Fixed term until end of March 2017; maternity cover to start as soon as possible**

**4 days per week (30 hours per week)**

**Ref: VBSS16.119**

**1. The Appointment**

**There’s never been a more exciting time to join West Nottinghamshire College Group.   West Nottinghamshire College Group has grown from a local college to an international organisation with a reputation for dynamism and success.   The college group is made up of a number of separate companies all with education and training to the very highest level at their heart.**

We embrace and encourage all those who are driven to better themselves, achieve their goals and reach new heights. Outstanding resources combined with exceptional tutors and student support means that whatever your ambition, we can help you to achieve it.  
  
**Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.**

**JOINING OUR JOURNEY**

When you join our College, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Childcare Voucher Scheme
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Staff recognition awards
* Free car parking
* On-site Butterflies Day Nursery (Derby Road)
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**ABOUT THE ROLE**

The purpose of this role is to contribute to the work of the Careers and Employability Team. The team support the teaching and learning process by delivering a professional and impartial service that aims to help individuals to make informed and considered decisions about their education, training and employment options. The service aims to promote the value of learning and empower individuals to reach their targets, be aware of labour market information and aspire to new challenges.

The standard hours of work are between 8.30am to 5pm but candidates must be flexible to work outside of these hours to cover events such as open evenings, early morning or evening careers appointments and external events when required to do so.

**ABOUT YOU**

The ideal candidate will be suitably qualified to provide in-depth careers and employability related information, advice, and guidance to students, prospective students and community clients.

It is essential that the person appointed has the ability to build positive relationships, and effectively utilise excellent communication & organisational skills.

The role will require you to embed and work to the college’s values; working with **Professionalism**, taking **Responsibility** for your actions, and giving **Respect** to clients and colleagues alike.

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. Provide an initial point of contact for careers and employability related information, advice and guidance enquiries.
2. Provide professional, impartial, and non-judgmental one to one appointments for an in depth exploration of a client’s options and progression. Follow up action points where necessary and accurately complete necessary documentation of one to one appointments in a timely fashion.
3. Support clients in using online software where necessary to enable students to analyse their key strengths and interests in relation to their career choices and progression.
4. Support student progression at college and offer guidance to students who wish to transfer to other areas of study.
5. Provide practical support to enable clients to find and gain employment. For example, supporting a client with applying for a job, putting a CV together, and preparing for an interview.
6. Deliver a wide range of informative and interactive careers and employability related workshops for current students within tutorial sessions. Accurately complete necessary documentation of workshops in a timely fashion.
7. Help to organise and support all Careers and Employability Team led trips and events.
8. Help to develop and maintain a database of employer and organisation contacts that are willing to provide their time and expertise for the benefit of students.
9. Support the development and maintenance of the Job Shop website.
10. Stay up to date with, and provide accessible information about higher education opportunities that promote the benefits of study at this level, and aim to help individuals overcome social or economic barriers.
11. Support the co-ordination of the UCAS Apply process: provide practical support to students wishing to register and apply; and support staff members in using the online system to add references for their students.
12. Maintain knowledge of student funding for higher education, post graduate funding and provide support to students who are applying, and information for tutors, college staff, and parents.
13. Support feedback initiatives in order to continuously improve the service offered.
14. Work closely with the other Student Support teams, which include the work placement team, in order to ensure that students have access to a full support service appropriate to their individual needs.
15. Develop and maintain a support service to schools and outside agencies by providing mock interviews and presentations.
16. Develop relationships with students, tutors and the support functions, encouraging dialogue and feedback.
17. Support the wider college activities when required, such as open events.
18. The standard hours of work are between 8.30am to 5pm but candidates must be flexible to work outside of these hours to cover events such as open evenings, early morning or evening careers appointments and external events when required to do so.

**2.2 Other Responsibilities**

a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b) To comply with the college’s own safeguarding policy and practices and attend training as requested.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| Qualified to, or working towards, level 4 in Advice and Guidance (or any other relevant discipline) | ✓ |  |
| Maths to at least level 2 | ✓ |  |
| English to at least level 2 | ✓ |  |
| IT qualifications/experience | ✓ |  |
| Experience |  |  |
| Demonstrate suitability to work with children and  vulnerable adults including knowledge/understanding of  safeguarding and DBS compliance | ✓ |  |
| Experience of working in an advisory capacity supporting individuals to make important decisions | ✓ |  |
| Previous experience of liaison work, particularly with university representatives, employers and community contacts | ✓ |  |
| Skills /Knowledge |  |  |
| Knowledge and understanding of the education sector and national qualification framework | ✓ |  |
| Knowledge and understanding of local and national information, advice and guidance services, and an awareness of sector developments | ✓ |  |
| Knowledge and commitment to the IAG Board Principles | ✓ |  |
| Knowledge of the local labour market | ✓ |  |
| Knowledge of the local community and its needs |  | ✓ |
| Ability to initiate and build positive relationships | ✓ |  |
| Ability to plan and prioritise | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Excellent communication and interpersonal skills | ✓ |  |
| Attention to detail | ✓ |  |
| Ability to work effectively within a team | ✓ |  |
| Driving Licence |  | ✓ |
| Qualities/Approach linked to college values |  |  |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ |  |
| Sound judgement | ✓ |  |
| Proactive | ✓ |  |
| Reliable | ✓ |  |
| Positive and flexible outlook | ✓ |  |
| Friendly and approachable | ✓ |  |
| Ability to empathise | ✓ |  |

**4. Position within the College**

The Post holder will be part of the Careers and Employability Team and report to the Manager: Student Advice and Progression.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Fixed Term Support Contract.
2. The salary will be £21,294 per annum (pro rata for part time).
3. You will be entitled to 25 days leave, plus bank holidays (pro rata for part time).
4. You will be required to work 30 hours per week on a flexible basis.
5. The college operates a Scottish Widows Group Personal Pension Plan.
6. The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm** on **Friday 19th December 2016.**

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**