



Job Description: Careers Co-ordinator – Term time plus 4 weeks



Careers Co-ordinator – Term time plus 4 weeks
REF: SS0016-758

The role:

The post-holder will work collaboratively within the College's Matrix accredited Careers Service to provide Careers Education, Advice and Guidance to learners across the following provisions; 16-19 Study Programmes, Adults and Apprenticeships. The post holder may also provide Careers Advice and Guidance to applicants. The post holder will work collaboratively with other Careers staff as well as a team of Progress Tutors to provide high quality information, advice and guidance to learners.

Responsible to:

The postholder is responsible to the Head of Studies

Key Accountabilities and Responsibilities:

1. To act as a Careers Leader within the College.
2. To act as a central point for all careers, information, advice, guidance and signposting services to learners across KGV, Southport College and Compete Apprenticeships.
3. To deliver one to one impartial careers and guidance interviews and small group career support for on-course students which will include: those at risk of leaving their course, referrals from Progress Tutors, students unsure of their post-course destination.
4. To work with the team in the planning and setting up of Progressions events such as HE Fairs, Internal Progression and UCAS workshops as well as events in line with National Weeks such as National Apprenticeship Week and National Careers Week.
5. To provide information and advice to the parents/carers of young people so that they can assist them with their career planning
6. To maintain an up to date knowledge of Labour Market Information and support learners to utilise this information in their career planning
7. On a weekly basis ensure all 16/17 year olds withdrawn from programme are contacted and details relayed to the Local Authority to support the NEET agenda.
8. To be available to support applicants/students and parents/carers during parents evenings, Course Discussions and Open Events on post course destinations internally and externally.
9. To fully participate in ongoing training and development activities and be responsible for keeping up to date with learning opportunities.
10. To create a library of contacts with a wide range of employers and organisations that can support post course destinations, liaising with the Employer Relations Team to ensure that the employer contact list is current and up to date.

11. To support with the self-assessment process, inspection preparation, Matrix accreditation and achievement of the Gatsby Benchmarks.
12. To support with the achievement of the Quality in Careers Standard.
13. To support in the collection and reporting of post-course destinations across the college.
14. To act as UCAS Co-ordinator, overseeing the administrative aspects of the UCAS process and supporting Progress Tutors in the completion of UCAS applications in a timely manner.
15. To make use of the College system (pro-monitor) to record all aspects of support provided.
16. To participate in enrolment, admissions, College based promotional events e.g. open evenings and off site events as appropriate.
17. To contribute to cross College events e.g. Health and Well-being and Equality, Diversity and Inclusion.
18. To support in the production of annual reports related to the work of the Careers and Guidance section.
19. To contribute to cross College development activities, under the direction of the Manager, including
 - Enrolment
 - Admissions
 - College based promotional events
 - Off site promotional events
20. To ensure all Careers information held across the college, on relevant notice boards etc, is kept up to date.
21. Use College IT systems in order to complete your duties and responsibilities.
22. To carry out any other duties which may be required from time to time and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 6 qualification in Careers Guidance	E	A
Level 4 qualification in advice and guidance	D	A
Level 2 qualification in English (or a willingness to work towards achieving)	E	A
Level 2 qualification in Mathematics (or a willingness to work towards achieving)	E	A
Evidence of strong Continuing Professional Development	E	A/I

Experience		
Experience of delivering a careers guidance/IAG or working as a Careers/IAG Advisor within a college, HE or school setting	E	A
Experience of delivering information in an engaging format to learners e.g. presentations, interactive group sessions, one-to-one discussions etc.	D	I/AS
Experience of using UCAS Apply system and knowledge of the University and Apprenticeship application cycle	D	I
Experience of leading a team or a service	D	I/AS
Experience of completing Careers Quality Assessments such as Compass Self Assessment reviews	D	A/I

Knowledge, Skills and Attributes		
Understanding of the range of educational opportunities available to young people leaving school and adults wanting to return to education.	E	I
Excellent time management and organisational skills.	E	A
Proficient IT skills: Word, Excel, Databases, PowerPoint	E	A
Good presentation skills and ability to present complex information to a variety of audiences.	E	I
Ability to work using own initiative.	E	A
Ability to work as part of a team on a deadline driven project	E	A
Commitment to delivering excellent customer service.	E	A
Commitment to equality of opportunity.	E	A
Commitment to continuous improvement.	E	A
Ability to work evenings.	E	A
Car driver or able to prove sufficient mobility appropriate for the duties of the post	E	A
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	A/I

Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	A/I
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Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£25,258.09 to £26,914.87 per annum

For information, the full-time equivalent is £28,905.00 to £30,801.00 per annum.

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College’s leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College’s leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,309 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 (238.5 hours) working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days (55 hours). Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College’s website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS’s Code of Practice and the College’s Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available

from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 28th February 2025 (10:00am)

Interviews will be held: Friday 7th March 2025

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

