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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Careers Advisor

**Department:** Careers

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Careers Education & Guidance Lead

**Reports:** N/A

**Salary / Scale:** Professional Staff Spine - Band 7 £25,110 - £27,400 per annum

**Date of Issue:** October, 2025

**Organisation Chart:**

Executive Director – Student Support & Wellbeing

Careers Advisor

Careers Education & Guidance Lead

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1. **Aims and Purpose of the Post**
   1. To contribute to creation, implementation and delivery of the organisation careers strategy providing impartial careers related education and guidance to students complying with the Gatsby Benchmarks of good practice under the direction of the Careers Education & Guidance Lead.
   2. To offer 121 support to students cross college in line with the annual intervention targets.
   3. To contribute to the planning, organising and delivery of the careers provision. This will include a schedule of weekly meetings/interviews allowing students to make informed choices about their future.
   4. Ensuring a student centred/student focussed quality service is maintained at all times, with exceptional customer services to all our stakeholders.
2. **Specific Responsibilities**
3. To host, create and deliver careers masterclasses to students within the careers hub in conduction with the careers lead.
   1. To create and deliver a variety of careers related activities and workshops to groups of students cross college working with individual curriculum areas to meet the needs of the students.
   2. To provide advice and guidance to potential new students, at open events, transition events and on demand where the need arises.
   3. Prepare and deliver with the support of the CEIAG Support Officer bespoke employability workshops (mock interviews etc) ensuring a cycle of review and feedback that informs development.

2.4 To liaise and support the Personal Development Tutors during the UCAS process.

2.5 To keep up to date with developments in UCAS and higher education which may affect the UCAS process, cascading information as appropriate.

2.6 To create and deliver to workshops/group talks to support students in their UCAS applications liaising with curriculum staff and Personal Development Tutors as required.

2.7 Provide 121 career interventions across the curriculum on a weekly basis as directed by the Careers Lead in conjunction with strategic intervention career targets as set per academic year.

2.8 To provide support for the Student Experience team with cross college events throughout the year as directed by Student Experience Manager.

* 1. To promote and adhere to the College’s Safeguarding Policies and Procedures.
  2. To promote and adhere to the College’s Health & Safety Policies and Procedures.
  3. To manage student conduct in accordance with College policies.
  4. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
  5. The active promotion of and commitment to best practice in equity, diversity & inclusion.
  6. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
  7. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

Employee

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Careers Advisor** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Level 6 CIEAG Qualification or working towards this qualification |  | X |
| Willing to work towards Level 6CIEAG Qualification, and achieve within 24 months of start date | X |  |
| First Aider at work or willing to work towards | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Driving licence (as cross campus, including Higham is required at times) |  | X |
| **Experience & knowledge** |  |  |
| Experience of providing careers education and guidance in individual or small group settings. | X |  |
| Experience of working with young people of varying academic abilities to inspire and motivate success | X |  |
| Experience of working in further education |  | X |
| Experience of organising successful cross-college/school events |  | X |
| Excellent customer service skills | X |  |
| Experience of working with external agencies to guide and support careers education advice and guidance |  | X |
| Proficient IT user including Microsoft Office | X |  |
| Knowledge of careers guidance and the Gatsby benchmarks | X |  |
| **Personal Attributes** |  |  |
| Ability to work proactively both as a team player and individually | X |  |
| Ability to adapt activities to meet changing priorities or short timescales | X |  |
| Ability to communicate effectively with students at all levels and to form and maintain professional relationships and boundaries with young people and adults including good behaviour management customer services skills | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets ensuring effective communication | X |  |
| Organised with good attention to detail | X |  |
| Confident public speaker |  | X |
| Flexible approach to work to allow for occasional evening and weekend working | X |  |
| Willingness to undertake regular training and CPD | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to College policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.