



Job Description and Person Specification

Job Role Summary

Role	Careers Guidance Executive
Reporting to	Operations Manager
Location	Office base in Slough, covering Berkshire and surrounding areas. An element of Working from Home will be permitted where appropriate.
Hours	Full time
Contract Type	Permanent

Learning to Work creates high impact activities with local employers to inspire young people, educate them about opportunities and give them the skills they need to be successful in the workplace.

Job Description and Key Responsibilities

This role will provide front line 1-2-1 careers guidance to young people aged 11 to 18 years to inspire, motivate and raise aspirations.

Key areas of work will include:

- Conducting initial 1-2-1 Careers Guidance interviews with young people in a variety of schools.
- Creation of Individual Action Plans to help young people map their next steps.
- Conducting follow up 1-2-1 Careers Guidance interviews with young people to provide additional support where needed.
- Delivery of Careers Guidance presentations and workshops as part of our School Events delivery.
- Accurate record-keeping of all interactions with young people.
- Liaison with teachers and school staff as required.

You will be expected to:

- Interact with young people who may still be at school or college (aged 11-18 years).
- Create an action plan for each young person with agreed outcomes and targets.
- Liaise with key personnel in partner organisations to deliver the required outcomes of our Careers Guidance service.
- Understand and adhere to reporting procedures for funders (including schools), evaluating all work in a timely manner to review, record and publicise.
- Adhere to LTW good practice guidelines to ensure our Matrix accreditation is upheld.
- Ensure Safeguarding & Child Protection standards are followed at all times.

Please note that there may be the need to deliver sessions remotely via platforms such as Zoom or MS Teams should there be any further social distancing requirements imposed.

KEY SKILLS & EXPERIENCE REQUIRED

Essential

- Level 6 Careers Guidance qualification.
- Experience of delivering high quality careers guidance to young people aged 11-18 years.
- Excellent communication skills and the ability to adapt your style according to the situation. This role will require you to communicate in many different ways, both in writing and in person.
- The ability to work to tight and sometimes conflicting deadlines and the ability to prioritise workload according to customer and company need
- Customer service and the ability to identify what this means to different customers, including managing customer expectations, delivering results as well as project managing previously agreed milestones to deliver anticipated outcomes.
- Customer relationship management – an understanding of and experience of delivering. Looking after a range of stakeholders and understanding each of their different needs, motivations and organisational requirements be it a corporate business or a flagship school.
- Team player – the ability to be responsible for your own workload but not at the expense of the overall company targets and the ability to collectively meet them together.
- Attention to detail to ensure work is of a high standard, accurate, clear and concise.
- Ability to confidently use virtual communication platforms such as Zoom and MS Teams.
- Good IT skills and experience working with databases.
- A can do attitude and willingness to help others and go that extra mile.
- Professional image and attitude to reflect the professionalism of the company, portraying a positive work ethic to young people you will be working with.
- Evidence of continuing professional development and the desire to want to learn and enhance your skills.
- The ability to practice equal opportunities, demonstrate integrity and respect confidentiality at all times.
- A full and clean driving licence and the daily use of a car.

Desirable

- Business development and the ability to spot an opening or a new business opportunity whether this is in a business or a school.
- IOSH managing safely qualification
- Up to date knowledge of the secondary education system
- Local knowledge of the schools and businesses in the area
- An awareness of OfSTED requirements and / or Government guidelines on curriculums for schools

Any other duties as required to ensure the effective operations of the company and to meet the needs of the business plan.

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