

Job Profile Information: Connexions and Careers Adviser

Salary Range: £34,629 - £40,171

Job Grade: Level 3, Zone 2

This supplementary information for Connexions and Careers Adviser is for Job Level 3 Zone 2.

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

JOB PURPOSE:

The purpose of the role is to deliver Careers Information, Advice and Guidance within a variety of settings including schools and colleges, including special schools, support and health services or within the Community. Careers Advisers may be required work from years 7 – 14 in accordance with the requirements of the schools while Connexions workers will focus on those who are NEET or at risk of NEET holding a caseload which they will be required to track and engage with.

Careers and Connexions Advisers would be expected to work within any one of the following 3 strands of the Service:

Youth Offending: Focus on reducing first time entrants into youth justice system, reducing reoffending and reducing young people entering custody.

Progression and Participation: Focus on supporting young people to remain in education, employment and training and support progression and attainment by offering High quality Careers Information, Advice and Guidance, Careers Education programmes. It will also explore and maximise opportunities for trading services.

Prevention/Early Help: Offer targeted Careers and IAG interventions for young people considered to be at risk, through assessment of need, group work and on a one to one basis offering case management support to directly address their needs.

Note: all duties and responsibilities must be exercised in a manner which is consistent with the Service's policies, including those relating to Diversity, Dignity at Work and Data Protection. Post holders are required to respect confidentiality of information acquired in the course of the responsibilities of the role.

MAIN DUTIES AND RESPONSIBILITIES

To deliver high quality Careers Information, Advice and Guidance to young people

To work in partnership with schools/organisations in the interests of young people

To engage with young people to support their personal and social development through careers support and guidance.

To use a variety of creative and innovative approaches to engage and enable young people's access to education & training

To maintain your knowledge and awareness of career pathways and labour market intelligence

To maintain clear, precise and appropriate records on client information systems, in accordance with local standards and by maintaining confidentiality and data protection guidelines.

Utilise effective planning, monitoring and evaluation techniques to support the careers planning

Note: All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties

WORK ENVIRONMENT

This role requires flexibility in order to meet fixed deadlines and competing priorities

The role may involve working unsocial hours, including evenings, weekends and on-call arrangements.

The post holder will be required to take responsibility for the compliance with Health and Safety legislation in accordance with the Council and departmental safety arrangements, policies and codes.

This is an operational role with the majority of time spent working directly with young people (aged 13-19, up to 25 for young people with disabilities) within schools, colleges, One-Stop Shops, access points, youth service settings as well as within statutory services such as Youth Offending Service and the Leaving Care Team as directed by the Service Manager

WORK CONTEXT

The post holder will be required to use their initiative to complete certain tasks, with supervision. Creativity is required for identifying, developing and delivering appropriate interventions for young people. The post holder will need to work flexibly across levels of need (from low risk/early intervention to high risk) and maximise engagement with young people and their families. Decisions on the best course of action to achieve outcomes will be made from a range of options within policy guidelines. The outcomes of this could have significant impacts on outcomes for the young person and the service. The post holder will be required to work in an innovative way that explores possibilities for service improvement and efficiencies.

The post holder will be required to liaise with various teams and services across the Supporting People department and with external agencies on regular basis.

THE CAMDEN WAYS OF WORKING

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

QUALIFICATIONS

Essential:

- Professional Qualification in any of the following:
 - Level 6/7 Careers Qualification (Requirement to deliver careers guidance in Schools/College)

Desirable:

KNOWLEDGE

- Good understanding of young people's development, the purpose and methods of social and informal education including CEIAG, Substance misuse, Youth offending etc.
- Good Understanding of current labour market information nationally, pan London and local

- Strong understanding of the education system, curriculum, key stages, and structures for learner and learning support
- Good understanding of the factors that limit educational and personal achievement for young people.
- An understanding of current trends and policies influencing young people's services and integrated working within a multi-agency framework.
- Knowledge of safeguarding, child protection and Youth Justice principles.
- Understanding of the Council's Equal Opportunities Policy and legal requirements for anti-discriminatory practice within all practice.
- Good awareness of community organisations and statutory institutions that can provide support to young people and their families.

SKILLS

- Proven ability in engaging with young people, setting and maintaining clear boundaries, building relationships and positively influencing change.
- The ability to facilitate the personal and social development of young people through advice, support, motivation, leadership and advocacy and through programme of activities
- Excellent communication, negotiation and influencing skills and ability to develop successful partnerships with agencies, developing and delivering joint work to a high quality standard.
- Proven skill in establishing positive and effective working relationships with young people, developing and maintaining appropriate boundaries in the workplace.
- Ability to analyse information from a range of sources to identify the needs of young people
- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities'
- IT literate and experienced in use of computer software.
- Commitment to ensuring that council procedures and policies, including legal and good practice duties, valuing diversity etc are followed and implemented at all times.

EXPERIENCE

- Experience of working within education settings and an understanding of working within a careers strategy and programme
- Experience of working with children, adolescents and their families within a diverse community.

I confirm that the job roles and responsibilities have been discussed with the post holder and both the line manager and post holder understand the expectations of the job role. I also acknowledge that all Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

Agreed by Job Holder			
Name			
Signature		Date	

Agreed by Line Manager			
Name		Position	
Signature		Date	