**ADULT RECRUITMENT & PROGRESSION CAREERS ADVISOR**

**JOB DESCRIPTION**

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| **POST TITLE:** | Recruitment, Progression and Careers Advisor (19+) |
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| **SALARY:** | £25,499 - £28,621 (dependent upon experience and qualifications) |
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| **CONTRACT TYPE:** | Fixed Secondment - Business Support (up to 6 months) |
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| **HOURS:** | Full-time, 37 hours per week (1.0FTE) |
| **REPORTING TO:** | Assistant Head of Department – Adult Recruitment and Progression |
|  |  |
| **CLOSING DATE:** | 21st March 2023 |
|  |  |
| **INTERVIEW DATE:** | TBC |

**If you have not been contacted within 14 days of the closing date of the position, you should assume that, unfortunately, on this occasion your application has been unsuccessful.**

The information given below is intended to provide an outline of the workload of the job and its role within Preston College.

The job description outlines the main duties in general terms only and is not intended to be prescriptive.

The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**MAIN PURPOSE OF THE JOB**

The Recruitment, Progression and Careers Advisor (19+) role will be required to work across all aspects the learner journey from initial enquiry, recruitment, and enrolment to progression.

The post holder will be responsible for the provision of high-quality Careers Information, Education, Advice and Guidance to new and existing students, through a variety of mediums including Advice Evenings, Careers Fairs, Interview Evenings, Group Delivery and 1:1 meetings.

**Key Responsibilities:**

* Support the college in delivering a high-quality learner recruitment experience. This will be achieved through building positive relationships with adults, support agencies and other community stakeholders through the provision of high quality CEIAG.
* Work effectively with internal stakeholders including curriculum schools and marketing in agreeing recruitment and engagement plans which support the achievement of agreed recruitment targets.
* Effectively use Labour Market Information and recruitment patterns to inform curriculum planning and approaches to recruitment, and contribute to the production of effective resources in support of learner recruitment and progression.
* Engage a range of stakeholders including individuals, employers and community stakeholders in the promotion of college provision, maximising opportunities for recruitment to AEB, Adult Learner Loan and commercially funded programmes.
* Contribute effectively to college recruitment events ensuring a positive experience for those who attend.
* Promote and support learner progression in order to meet progression targets through the delivery of bespoke IAG and Careers Advice for learners as required. Develop and implement initiatives, campaigns and materials to increase awareness of progression opportunities and raise the aspirations of the student body.
* Effectively utilise data reports and progression evidence to promote outstanding performance across a designated curriculum area, and be responsible for sustained improvement in learner progression into further education, employment and HE.
* As a member of the Adult Recruitment and Progression team, work with colleagues to ensure high quality customer service which maximises recruitment, enhances the college reputation and supports curriculum growth.
* Use in-house systems to gather and analyse learner feedback and identify appropriate actions to address learner and customer needs and satisfaction. Maintain learner records and data in accordance with the College’s data management procedures and use these effectively to drive standards of performance
* Contribute to the creation of a safe learner culture and ensure that the College's safeguarding procedures are embedded across the Department.

**EQUALITY AND DIVERSITY STATEMENT**

Preston College is committed to ensuring equal rights and opportunities for all. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the personnel specification and applicants should bear this in mind when preparing their applications and completing the expression of interest form.

The post holder will be expected to take a lead role in the promotion of the College policies on Equality and Diversity, Health and Safety and Quality Assurance.

**SAFEGUARDING LEARNERS STATEMENT**

Preston College is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All Preston College staff and volunteers are required to undertake mandatory Safeguarding training.

The successful candidate for this appointment will be required to apply for Enhanced Disclosure for Regulated Activity through the Disclosure and Barring Service.  Further information on the Disclosure process can be found at

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

**COLLEGE VALUES**

To promote and deliver the College vision, values and corporate behaviours that are characterised by:

**Committed to learning**

* We are dedicated to our teaching, learning and support, responding to customer needs.
* We continually pursue excellence in everything we do.
* We are open to change, new ideas and we share information and knowledge.

**Respect and Consideration**

* We treat each other, our college and our community with respect and consideration.
* We value the achievements of every person in the college.
* We work together as one college, whilst recognising individual contribution.

**Customer Focused**

* We are all representatives of the college and will act in a way that best represents our values and behaviours.
* We demonstrate consistently strong performance.
* We seek what is best for the college and the people it serves.

**Integrity and Honesty**

* We challenge anything that is inconsistent with our values.
* We are accountable for our actions.
* We act honestly, ethically, and legally in all that we do.

**Make it Enjoyable**

* We encourage a positive and supportive environment.
* We make time to help others.
* We care about the success of the college.

**PERSON SPECIFICATION:**

**Recruitment, Progression and Careers Advisor (19+)**

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|  | **Essential/Desirable** | **Method of Assessment** |
| 1. **Experience** |  |  |
| Recent experience of delivering impartial Careers Education and Guidance within an Education setting. | D | A/I |
| Experience of successful learner recruitment practice which supports the achievement of learner recruitment targets. | D | A/I |
| Demonstrable experience of working with learners to raise their aspirations and support positive progression through the delivery of effective careers advice. | D | A |
| Proven experience of successfully liaising with internal and external agencies in ensuring a positive customer experience. | E | A/I |
| 1. **Qualifications** |  |  |
| Level 2 English at minimum Grade C or equivalent. | E | A |
| Level 2 Maths at minimum Grade C or equivalent. | E | A |
| Evidence of Continued Professional Development (CPD). | E | A |
| 1. **Knowledge, Skills & Abilities** |  |  |
| Understanding of labour market intelligence, with evidence of application to CEIAG. | D | A |
| Ability to raise aspirations of students and improve progression rates to Further Education, Higher Education. training and employment. | E | A/I |
| Strong subject knowledge in an identified curriculum area which has supported curriculum growth and development. | D | A |
| Proven ability to work with external organisations in developing positive working relationships and identifying collaborative opportunities. | D | A |
| Excellent administrative and organisational skills. | E | A |
| Excellent customer service skills. | E | A/I |
| 1. **Corporate Expectations** |  |  |
| A commitment to the expected corporate behaviours associated with working at Preston College. | E | I |
| A commitment to a learner-centred approach and to strategies that will place the learner at the centre of all developments. | E | A & I |
| Commitment to ensuring equality of opportunities for all students and for safeguarding their welfare. | E | A & I |
| 1. **Other Requirements specific to the post** |  |  |
| Willingness and ability to work at any site or location given reasonable notice. | E | I |
| Willingness and ability to work flexibly throughout the week. | E | I |

**Key:**

A Application Form

I     Interview

T Test

Please note where the person specification states that criteria will be identified through more than one medium i.e. A / I, you must specify how you meet the criteria clearly at all stages in order to comply with the College’s Recruitment Procedures for Employees and Casual Workers.