



Careers Coordinator (0.6) 36 weeks

What we value at Westminster Adult Education Service

We are passionate about transforming lives through education and enabling our learners to realise their full potential

We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning

We value our stakeholders particularly our local community and strive to be agile in meeting their needs

Our culture

We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect

Portfolio/responsibilities of this role

1. Provide an impartial careers information, advice and guidance service using on-line platforms, events and face-to face meetings.
2. Lead internal progression and careers related activities, including UCAS personal statements, UCAS applications, apprenticeships, CV creation, personal skills development, job applications, interview techniques and employment searches.
3. Create, develop and maintain on-line careers and employment resources including cross-service communication on careers, progression and events.
4. Seek out, share and promote recruitment opportunities for learners to local and national employers.
5. Explore and utilise the use of digital technology to deliver services.
6. Utilise labour market intelligence (LMI) data (e.g. EMSI) to inform the careers strategy in line with sector priorities.
7. Develop and deliver workshops, events and drop-in sessions for learners by leading on logistics, planning and communication with relevant contacts in the priority industries for WAES.
8. Support the Head of Learner Development with the planning for induction, fresher fairs, promotional activities, awareness raising activities for colleagues across the Service and liaising with external agencies both to promote careers and well-being

	<p>9. Lead on destination data capture and monitoring and collate data into reporting structures to enable monitoring and impact measurements against key performance indicators (KPIs).</p> <p>10. Utilise existing published National Careers Service online resources and any other reputable sources to inspire, motivate and quality assure the advice and careers guidance shared at WAES is outstanding.</p> <p>11. As directed by Head of Learner Development, complete a robust review of careers information, advice and guidance across WAES using Matrix and implement an action plan for achieving the quality mark.</p> <p>12. Under the leadership of the Head of Learner Development lead the WAES careers strategy including the implementation of the Adult Career Plan and Adult Cultural Life and wellbeing plan.</p> <p>Budget Responsibilities :</p> <p>Staffing £0</p> <p>Procurement £0</p> <p>Other £0</p>
<p>What do we expect this role to achieve?</p>	<p>The success of this role will ensure:</p> <p>High quality Information, Advice and Guidance (IAG) services including training of Part time Tutors, Course Leaders and Service Management team</p> <p>Delivery of outstanding information, advice and guidance to enable impartial and informed decision making.</p> <p>Opportunities for all learners to engage in careers education and guidance (CEG) via workshops, drop-in sessions, pre-booked 1:1 appointments and group delivery.</p> <p>High level of internal progression from one level to the next which increase year on year</p> <p>Clearly tracked and monitored UCAS applications with buyout number proportionally progressing on to higher study</p> <p>Outcome to work for learners is clearly defined, reported upon and celebrated through marketing services, awards and promotional literature</p> <p>A culture of inspirational career progression is created, presenting WAES as a dynamic place to study and progress</p>
<p>Band/Salary range</p>	

Work style	Agile
Your manager & team	Head of Learner Development
	Number of employees reporting into this role: 0
Experience	<ul style="list-style-type: none"> • Previous demonstrable experience a similar role • Experience of review and implementation of business processes and procedures • Knowledge of the UCAS process • Experience of coordinating multi-agency engagement events • Experience of using labour market intelligence (LMI) systems and data to inform decisions and service delivery • Experience of providing information, advice, and guidance to a wide range of individuals • Experience within the FE/HE sector or education sector
Skills	<p>The successful candidate will have demonstrable skills and abilities in relation to:</p> <ul style="list-style-type: none"> • Events management • Ability to work towards and achieve external deadlines • Excellent listening skills • Excellent written and oral communication skills • Cultural awareness • Self-starter • Excellent report writing skills and data analysis • Problem Solver • Networking skills • Understanding of brand integrity and reputation management in line with internal and external communications • IT, including but not limited to: Office 365 and associated applications.
	<p>Qualifications:</p> <ul style="list-style-type: none"> • A minimum A-C Maths and English • Careers Advice and Guidance QCF Level 6+/SCQF Level 11/Experience or the willingness to commit to studying to achieve this level of accreditation
Corporate standards	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way.

	<p>We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money.</p> <p>Values and behaviours</p> <ul style="list-style-type: none"> • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.
<p>Additional leadership values and behaviours for managers</p>	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve. Having regular team meetings and one to one conversations about performance, including difficult ones when necessary. • Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve. • Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium Term Plan • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback. <p>Leadership and Engagement Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.</p> <ul style="list-style-type: none"> • Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do. • Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward. • Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made. • Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback. • Being commercial – creating opportunities to generate growth, income and maximise commercial potential.