

**Elev8Careers is hiring! We're looking for:
QUALIFIED and TRAINEE Associate Careers Advisors in Brighton,
Hove and Sussex**

Are you looking for rewarding work with young people?

Do you have a Level 4 or above qualification in careers guidance? We are also interested to hear from people without a level 4 but with experience of working with young people

Elev8Careers is a growing social enterprise based in Brighton delivering careers education, information, advice and guidance contracts across the south east and further afield.

Our approach is to bring CEIAG into the 21st century and we do this by harnessing technology to develop innovative ways of working. Our focus is on helping our clients develop the skills, knowledge and attributes essential for career management success now and in the future.

We currently hold contracts at a number of schools in Brighton, Hove and Sussex and also deliver on scale government funded careers projects.

The work is in schools, colleges and alternative provision and can include some work from home. It is term time based but there may be holiday opportunities. We'd like to hear from full, part time and temporary applicants. Please make sure you advise what your availability is in your application.

We are interested in qualified (Level 6+ or working towards level 6) and trainee advisors for work mostly in Brighton and Hove. The role/s include free training depending on need. All roles are freelance. We are interested in advisors looking for regular work or those wanting short term or intermittent opportunities starting this September 2019 (we also have work starting at different points of the year). Hourly rate is dependant on experience.

Depending on the role work can include:

One to one guidance sessions with clients

Writing up Career Action Plans

Careers Workshops on range of topics

Attending parents and open evenings and other careers events

Assemblies on range of topics

Meetings

Administration (such as emails, collecting feedback, data recording, collection and analysis, organisation, questionnaires)

Design of workshops/assemblies (materials can be provided but there are opportunities to develop your own)

Opportunities to get involved with a range of innovative activities such as creating careers videos, careers blogs and online guidance. We have a number of grant projects that the right candidate could become involved with.

What we are looking for:

Qualification in Careers Guidance and/or experience working with young people

Knowledge of the local and national labour market/education and training pathways/personal development opportunities and/or willingness to learn, in order to effectively signpost

Ability to connect with, engage and motivate young people

Strong interpersonal, listening and written communication skills

Advisors who can show initiative, are self-motivated and can manage their own work load and work independently

Good organisational and planning skills

A creative approach to CEIAG delivery

Flexibility to take on a range of work and willingness to take on new challenges

Stamina to deal with student cohorts, communicate with, track and monitor identified caseload through a range of mediums including social media, email, text and phone as well as face to face

Resilience and problem solving approach to cope with any issues that may arise

Clear focus and concentration to treat each client as an individual and deliver the support they require

Commitment to working with the agreed client group

Confidence to develop working relationships and know when to ask for help

Ability to adapt to different organisations, develop working relationships and raise the profile and visibility of careers

Ability to work effectively with internal and external partners

Commitment to work towards quantitative and qualitative targets

IT skills to record and monitor data and ensure delivery is evidenced accurately and interventions are recorded on shared databases
Agreement to follow safeguarding protocol and attend mandatory child protection safeguarding and prevent training and to manage client data according to data protection guidelines
Commitment to undertaking CPD

What we offer:

Free CEIAG training as required
Opportunity to become part of a growing organisation with an innovative approach to CEIAG and to develop bespoke services
Flexible, freelance work that can work around your commitments
In house support and training including induction and CPD
Opportunities to develop and broaden range of skills and experience within a professional organisation
Training in local labour and education market information
Clear planning and strategic overview support
Good working relationships and rapport with staff
Opportunities for building your work portfolio and developing CEIAG provision

We are an equal opportunities company.

Please submit your CV and covering letter detailing suitability asap to Miranda@elev8careers.org.uk

Find out more information about Elev8Careers here www.elev8careers.org.uk

We look forward to hearing from you!