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**Elev8Careers is hiring! We’re looking for:**

**Qualified Associate Careers Advisors in Brighton, Hove and East Sussex**

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 have potential work available across the Brighton, Hove and East Sussex region. This includes work in schools, colleges, PRUs and can include some work from home. It is term time based but there may be holiday opportunities in the future.

Current future projects involve working with adults looking to upskill, veterans readjusting to civilian life, clients breaking into specific labour markets such as digital and media careers, and the development of careers education resources.

We are interested in qualified (Level 6 or working towards level 6) freelance Careers Advisors looking for regular work or those wanting short term or intermittent opportunities starting this September 2014. Hourly rate applies dependant on experience.

We are an equal opportunities company.

Please submit your CV and covering letter detailing suitability asap to [Miranda@elev8careers.org.uk](mailto:Miranda@elev8careers.org.uk)

Find out more information about Elev8Careers here [www.elev8careers.org.uk](http://www.elev8careers.org.uk)

Please see below for further details.



**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 (or working towards equivalent level 6 qualification)  
Experience working with people in a support/guidance setting (ideally young people in careers setting)  
Independent workers who can show initiative and are self-motivated  
A creative approach to CEIAG  
Flexibility to take on a range of work and willingness to take on new challenges  
Stamina to deal with student cohorts  
Resilience 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 and organisation  
Confidence to develop working relationships and know when to ask for help  
Ability to adapt to different organisations and tailor approach accordingly



**What we offer:**

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 look forward to hearing from you!**