

## **Lancashire County Council Job Description**

### **Careers and Education Adviser (Grade 6)**

#### **Job Purpose**

Reporting to the Careers and Education Manager within the Youth Futures Team, this post will support the Council in meeting its statutory duties to encourage, enable and assist young people to participate and to promote the effective participation of 16 and 17 year olds in Lancashire. It will also directly contribute to achieving the following priorities identified in LCC's Education Strategy 2022-2025:

- Improve outcomes for vulnerable groups; and
- Increase the number of children and young people in education, employment and training.

#### **Scope of Work**

The postholder will provide high quality and impartial advice and guidance for young people so that they feel able to remain in or return to education, employment or training, raising their aspirations and supporting them to achieve their potential and secure a positive outcome for their futures. The postholder will be required to use their knowledge and experience to make practical decisions about how the advice and guidance is provided in certain situations to ensure that the most appropriate support is provided for young people. This will involve liaising with schools, colleges and post 16 training providers to identify appropriate provision, which is accessible for young people.

#### **Accountabilities/Responsibilities**

- Provide high quality, impartial and comprehensive information, advice and guidance to young people across Lancashire, predominantly those aged 16 and 17, who are not engaged in education, employment or training (NEET)
- Using data and reports from IYSS (data management system) to identify and prioritise young people needing support
- Ensuring that IYSS is kept up to date to record all interactions with young people, that their participation status is accurate and that their progress is monitored
- Assist young people in identifying and securing appropriate education, employment and training opportunities
- Proactively maintain up to date knowledge and awareness of the post 16 education, employment and training opportunities available to young people across the county and the wider travel to learn area and share this information with the wider team
- Developing positive relationships with young people, and their families if applicable, to support them in engaging with services/agencies which may address any needs, issues or barriers to learning that they may be facing

- Work flexibly and collaboratively with other internal services, as well as external partners such as education providers, to achieve positive outcomes for young people
- To assist the Careers and Education Manager in ensuring that duties of the team are carried out effectively and in a professional and appropriate manner
- Be proactive in reviewing processes and procedures to ensure the team is working effectively and efficiently

### **Skills, Knowledge and Experience**

- Experience of providing advice and guidance within the context of post 16 education, employment and training, ideally with young people aged 16 and 17
- Experience of working with education and training providers
- Ability to communicate in an appropriate manner with young people, their families and external partners
- An understanding of the post 16 education and training landscape across Lancashire and the wider travel to learn area
- Knowledge and understanding of why young people may not be engaged in education, employment or training
- An understanding of data protection and working with personal/sensitive information
- Experience in using Microsoft Office and databases
- Ability to work without close supervision as well as working as part of a wider team

### **Performance Indicators**

- Completion of tasks to required standards, deadlines and timescales

Please note that there is a requirement for the postholder to have an enhanced DBS check to undertake this role. To undertake this role effectively, the postholder must hold a full driving licence.

**Lancashire County Council  
Person Specification**

**Careers and Education Adviser (Grade 6)**

<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>Identified by Application (A) or Interview (I)</b>
<b>Qualifications:</b>		
Minimum of NVQ Level 4 in Advice and Guidance or equivalent	E	A
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable	E	A
<b>Experience:</b>		
Experience of tracking, building relationships and of following up contact with young people who are not engaged in education, employment or training (NEET)	E	AF/I
Experience of working effectively with secondary schools and post 16 education and training providers	E	A/I
Experience of establishing and maintaining effective relationships with public and private sector partners, such as education providers, employers and colleagues	E	A/I
Experience of working with young people in a variety of contexts, including those who may have challenging behaviour or be in vulnerable situations	E	AF/I
Experience of providing advice and guidance within the context of education, employment and training	D	A/I
Experience in using Microsoft Office and databases	E	A/I
Experience of using IYSS (Integrated Youth Support System)	D	A/I
<b>Knowledge and Skills:</b>		
Current knowledge of the post 16 education and training landscape and the opportunities available to young people across the county and wider travel to learn area	E	A/I
Knowledge/understanding of why young people may be NEET	E	A/I
Ability to use data and reports to inform and plan your workload	D	A/I
Knowledge of the local authority's statutory duties relating to participation, particularly in relation to vulnerable young people	D	A/I
Knowledge of data protection and the management of sensitive information	E	A/I
Ability to work effectively across a number of partners and services in the interests of the young people being supported	E	A/I
Knowledge of employment law and practices relating to young people	D	A/I
Ability to work without close supervision, using own initiative to manage and prioritise workload, as well as working as part of a wider team	E	A/I
Ability to communicate in an appropriate manner with external partners, young people and their families	E	A/I

<b>Other (including special requirements):</b>		
Requirement for postholder to have an enhanced DBS check	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Display the LCC values and behaviours at all times and actively promote them in others	E	I
Full driving licence to facilitate travel around Lancashire and surrounding areas	E	A/I

**February 2023**