



# Careers Guidance Professional Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Careers Guidance Professional** post to the high standard required. When you complete the application form please illustrate that you have the capacity to undertake the roles described in the job description by giving examples of your achievements to date and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>■ Level 4 Diploma in Careers Information and Advice</li> <li>■ Knowledge/ambition to develop within Careers and Work-Related Learning</li> <li>■ Experience of working with supporting students of secondary school age</li> <li>■ Experience of providing one-to-one careers guidance interviews with students</li> </ul>	<ul style="list-style-type: none"> <li>■ Level 6 Diploma in Careers Guidance and Development, or a willingness to undertake.</li> <li>■ Coaching and mentoring qualification</li> <li>■ Experience of working in an educational environment</li> <li>■ Ability to use Microsoft packages</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>■ Ability to work both as part of a team and independently</li> <li>■ Computer literate</li> <li>■ The ability to exercise initiative and anticipate solutions</li> <li>■ Excellent communication skills and the ability to liaise with a wide range of people, including addressing groups of people confidently</li> <li>■ Ability to manage competing deadlines</li> <li>■ Flexibility</li> <li>■ Effective administrator</li> </ul>	<ul style="list-style-type: none"> <li>■ Evidence of recent self-development in careers/work related learning</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>■ Must have ability to maintain confidentiality</li> <li>■ Self motivated</li> <li>■ Tactful and diplomatic</li> <li>■ Enthusiastic with a pleasant disposition</li> <li>■ Attentive to detail</li> <li>■ Ability to work under pressure</li> <li>■ Be trustworthy and of good character</li> <li>■ Be a positive role model to students</li> </ul>	

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