

Applicant pack: Freelance IAG Careers Adviser



Let's do better
for Sheffield's
young people

About us

Sheffield Futures exists to support young people to feel well, have a voice and get into the training, education or work that's right for them.

As you would expect, young people are central to all we do. Whether we are working with other organisations like schools or GP surgeries, planning events at our premises in Star House, seeking funding and even recruiting staff we aim to have a positive impact for young people. That means involving young people wherever possible and ensuring that we listen and give a voice to young people in Sheffield.

All of our services and projects seek to work with young people and adults to have a demonstrable impact against one or more of our goals:

- What we do is clear to those who work for us, with us, use us and fund us
- Our support is developed to include more people who need our help
- We use what we have – our influence, our buildings and our money - responsibly and well
- We are the kind of employer people want to work for

Guiding us are four main values that drive our planning, our work and our growth:



Empowering – We deliver services to bring about measurable impact on the lives of those who need us, advocating for those that have no voice of their own and building their confidence to make positive life choices.



Inclusive – We respect the rights, differences and dignity of others, offering a safe, responsive environment for those who work with us and for us.



Collaborative – We work in partnership with organisations and individuals to influence local policies; campaign for those we work with; and make sure that the voice of the people that use our service is at the heart of everything we do.



Expert – Using local data and evidence, we understand what we need to do, how to do it and when to improve. We have high standards and expectations of ourselves to do a great job.

You can find out more about our work and the impact we have already had on our website [Homepage - Sheffield Futures](#)

About the role

At Sheffield Futures we're proud of providing quality careers services to schools across Sheffield. We are independent and impartial and work to support and empower young people in their career planning.

As a Freelance IAG Advisor you will support our dedicated team of careers advisors during periods of absence or peaks in work.

Working for Sheffield Futures

The Sheffield Futures team is united by a commitment to young people. From Counsellors to Reception, from Youth Workers to Accounts each of us work to support young people.

Our culture balances professionalism with friendliness – and making sure that we also have time for fun! In line with our organisational values, we look to work closely together, sharing expertise and working hard to achieve our goals.

The diversity of our team is hugely important to us, bringing different ideas and perspectives that better help us to support young people.

We're also a learning organisation. Continuous professional & personal development is supported & encouraged. We seek to identify ways to improve and keep moving forward.

Our employee benefits include:

✓ 25 days holiday plus bank holidays (pro rata if part time), rising to 30 days plus Bank Holidays after five years' service.

Life Assurance associated with your pension.

✓ Employee Assistance Programme

Flexible working: many roles are eligible for flexible working, so staff can adjust the time they start

✓ and finish work to manage work and personal commitments.

Hybrid working: many roles are suitable for hybrid working, meaning staff can work from Star House

✓ and from home. Client-facing staff work in various locations across the city (such as schools and GP surgeries).

Local Sheffield discounts.

✓ Wellbeing benefits: access to Westfield Health; Cycle to Work Scheme; Gym Membership Discount Scheme; free eye test and flu vaccination vouchers.

We are proud to be a Disability Confident employer, a Living Wage employer and Mindful Employer.



Job Description

Job Title:	Freelance IAG Careers Adviser
Grade and salary:	Scale point 20 / £15.48 per hour
Department/Site Location:	Hybrid Working: Home / Star House
Report To:	CEIAG Co-Ordinator
Responsible for:	Careers Adviser
Version Date:	January 2024

Job summary:

To provide careers guidance services including information, and advice to young people to equip them to make successful transitions in learning and work.

Key Responsibilities:

Operational

Support to Young People:

- Identify and assess young people's needs in relation to career decision making and transitions.
- Provide careers guidance services individually and in group settings, including the provision of information on learning and work.
- Advise on and support applications of Year 11 young people using the online system.
- Provide information and advice for parents and carers.
- Management information:
- Complete and maintain relevant documentation using CLIVE, assessment and referral forms and documentation as agreed with individual schools and colleges in relation to the career's guidance service being provided.
- Track learners aged 16 and 17 to collect destination data and to fulfil the September Offer of a place in learning

Planning and organising

- Organise specific and effective assessment and referral systems and procedures and produce appropriate documentation
- Organise regular meetings with colleagues and key staff in schools, college, and other providers and community settings
- Plan the effective use of resources to meet the needs of young people and to meet personal and institutional objectives and targets

- Organise events and activities according to need based on 1:2:1 delivery and potential group delivery including external events.

Decision Making

- Work in compliance with the company's policies, procedures and practices
- Make decisions about the most appropriate interventions and actions required to meet the needs of young people
- Organise specific and effective assessment and referral systems and procedures and produce appropriate documentation
- Organise regular meetings with colleagues and key staff in schools, college, and other providers and community settings
- Plan the effective use of resources to meet the needs of young people and to meet personal and institutional objectives and targets
- Organise events and activities according to need based on 1:2:1 delivery and potential group delivery including external events.

Communications

Internal:

- Work effectively alongside and communicate across all areas of the organisation
- Ability and confidence to advise, negotiate and influence

External:

- Develop effective working relationships with a wide range of organisations including:
- schools and colleges, work-based learning organisations, employers, and higher education institutions
- staff at all levels in the above organisations including senior managers
- Children Young People's and Families in SCC, and other agencies working with young people

This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment. It will be reviewed periodically and amended following consultation between the employee and immediate manager.

Person Specification – Employability & Wellbeing Coordinator

The person specification sets out experience and skills that are needed for the post.

Assessment stages for each of the criteria is indicated below.

A = application stage, T = task, I = interview stage.

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> Relevant qualification at level 6 in careers guidance, e.g. QCG and LDSS, DCG, parts 1 and 2, Career Development MA/PGCert, Careers Education and Coaching MA etc 	
Experience/skills/ specialist knowledge	<ul style="list-style-type: none"> Experience of working in a school or college providing careers guidance services to young people Knowledge of health and safety policy and procedures Awareness of child protection legislation and safeguarding guidance Commitment to participate in regular professional supervision and willingness to undertake further training. Awareness of the potential for commercial development of the service 	<ul style="list-style-type: none"> Comprehensive and up to date knowledge and understanding of a range of career and learning progression routes, labour market information and sources of further information. Understanding of the communities being served including education and learning provision 11-19 and beyond. <p>Understanding of delivering a customer- focused service</p>

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	Essential	Desirable
<ul style="list-style-type: none">• Special Aptitudes/Ability	<ul style="list-style-type: none">• Ability to work with young people in individual and group settings and to design and deliver group work.• Ability to work with parents and carers, teachers and other staff in schools and colleges, and employers and training	<ul style="list-style-type: none">• Creativity, flexibility and adaptability in a fast-changing environment• Ability to develop a multi-disciplinary approach through working with other agencies