

Careers Adviser

Location: Multisite (Milton Keynes)

Hours: 37.5 hours per week (Term Time or All year will be considered – 39 weeks/52 weeks)

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to £26,000 per annum FTE (pro rated if term time only)

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Careers Lead

IN SHORT

We are looking for an enthusiastic and experienced practitioner to join the Careers & Futures team. Our impartial and independent careers advisers work with students of all ages to identify and prepare for their next steps after college; helping them and their parents/carers to understand mainstream, and other, opportunities and providing the support to help students progress. This post replaces a member of the team who is retiring.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 25 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees).
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- Employee wellbeing platform with options to book free activities

MAKE A DIFFERENCE

In this role, you will:

- Deliver independent and impartial careers advice and guidance to students as required. This may be through 1:1 appointments, workshops, or presentations and delivered face-to-face, online, or by telephone.
- Identify, establish and maintain productive relationships with employers and education and training providers such as: universities, local authorities, organisations, other colleges, alternative providers
- Work closely with colleagues across the College, including Employer Engagement, Apprenticeships, Curriculum Areas, Admissions, Learning Support, Project One, and the Safeguarding team.
- Play a full part in the College's quality improvement procedures and promote high quality teaching and learning, maintaining and developing a variety of learning materials that meet the needs of an equal opportunities college
- Review and develop own professional practice, committing to CPD every year
- Attend cross-college training to develop and share good practice.
- Ensure that you are aware of and aligned with Milton Keynes College's Regulations, Strategy, and Objectives to work together to proactively advance Equality, Diversity and Inclusion and support the challenging of racism, prejudice, and inequality, wherever it is found.
- Always carry out duties in accordance with the College's equal opportunities, health and safety and risk management policies and procedures.

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues, and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	<ul style="list-style-type: none"> • Experience of supporting with CEIAG within an educational setting • Demonstrable commitment to supporting disadvantaged young people achieve their potential • Understanding of qualifications and pathways into employment • Excellent research skills to find information on a myriad of careers • Level 6 qualification in Careers Guidance or willing to work towards
IMPACT	<ul style="list-style-type: none"> • Strong track record of supporting young people with education and employment decisions • Ability to establish rapport and engage with young people from a range of backgrounds • Confident in using IT to deliver CEIAG as appropriate • Committed to providing accurate independent and impartial advice and guidance, always putting the students' best interests first
QUALITY	<ul style="list-style-type: none"> • Delivery of high quality CEIAG with demonstrable positive outcomes • Supporting the College strategy and promoting a culture where safeguarding and equality and diversity thrive.
RESPONSIBILITY	<ul style="list-style-type: none"> • Responsible for own case load and reporting against targets set by the Careers Lead • Keeping Careers Lead and other involved colleagues abreast of students' plans and destinations.
RELATIONSHIPS & REPUTATION	<ul style="list-style-type: none"> • Commitment to students and students' success • Excellent team skills and able to manage own time and workload • Have excellent communication skills and be able to establish impactful relationships with colleagues and external partners • Able to represent the work of the department and wider college at events • A strong networker both online and at careers and other events • Able to motivate self and others
VISION & DIRECTION	<ul style="list-style-type: none"> • Supports in leading the College strategy and creating a culture where safeguarding and equality and diversity strategy thrive. • Inspiring others through the College's long-term Quality and overall vision and strategy

ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**