



Careers Adviser/Guidance Worker **Job Description**

Responsible to: Chief Executive Officer

Purpose: To ensure that the needs of individual clients aged 19+ are met in order that they are able and motivated to make appropriate career decisions

Responsibilities:

- To engage with clients to identify and address their needs, offering information, advice and guidance on learning and career options and personal development opportunities.
– **See appendix**
- To effectively support the career decision making process for the client through the setting of SMART action plans
- To help clients to develop the skills required to access opportunities for work, education and training
- Manage and deliver Job Clubs within the local community in supporting clients in their job search
- To manage information effectively to facilitate the process of meeting the needs of the clients – **See appendix**
- To renew and ensure the ASCEND Resources Library is kept up to date
- To work with a network of employers, job agencies, colleges, voluntary, statutory and community agencies to ensure a coherent and integrated approach to support clients and aid a positive outcome into work, training or education
- To liaise with the Training Co-ordinator and BBO Mentor to identify appropriate colleges and other agencies that deliver training and to be aware of available courses that might be relevant to the needs of ASCEND clients
- To oversee the delivery of the 'Back to Work' Programmes, either in person, or through the use of volunteers and assist in the development of their skills
- To prepare, for recommendation to the CEO, budgets for the provision and support of training, the Job Club and costings of any potential strategies that might better meet the needs of clients and potential clients
- To ensure that CPD is kept up to date
- Referral of clients for specialist support and advocating on their behalf where necessary
- To work flexibly and undertake other duties as should be required by the CEO