



Innervate Career Services  
**Qualified Career Adviser**

Job Description



**Innervate Career Services** is an independent and impartial, Matrix accredited, CEIAG provider working with young people in schools and education establishments. With a reputation for high quality career guidance provision, we offer a unique career development programme that aims to raise aspirations and prepare young people for life beyond education. >> [Read more about what we do and our impact...](#)

### **Qualified Career Adviser – Job Description**

Innervate Career Advisers work in secondary schools providing one-to-one career guidance interviews, small group interviews and delivering career lessons. You will help young people develop knowledge of key opportunities and pathways post-16 and post-18, along with labour market information. You will manage your own caseloads and relationships with our schools and partners.

#### **Responsibilities of the role include:**

- Conducting one to one career guidance interviews
- Writing Career Action Plans for one to one guidance interviews
- Delivering small group career guidance sessions
- Presenting at assemblies/ parent evenings/ options evenings/ career events
- Providing drop-in guidance at parent evenings/ options evenings/ career events
- Managing your own caseload, tracking pupils' proposed plans, and following up with necessary interventions
- Developing aspects of the career education programme for specific groups
- Supporting the school with coordination of careers guidance, as well as raising the profile of our work to teachers, heads of year, parents, and students
- Administrative duties including recording information in a database and updating caseloads in Microsoft Excel

#### **Essential qualities and skills:**

- Level 6/7 Qualification in Career Guidance (QCG) or equivalent
- Knowledge of education pathways and qualifications
- Experience of working and/or volunteering with young people, preferably in an education or youth work setting
- Strong listening and communication skills, while demonstrating a caring and empathetic attitude
- Personable, relatable, and able to develop a rapport with young people and key school contacts
- Desire to make a difference to young people and their future opportunities
- Ability to work using a client-centred, narrative approach
- Strong time management skills and confidence when working autonomously
- Ability to critically reflect on your own work and willingness to learn
- Ability to work to targets, priorities, and key performance indicators
- Proficient in Microsoft Office programmes, with strong administrative and IT skills
- Commitment to continuous professional and personal development to provide high quality, effective career guidance
- Be willing and able to travel to allocated schools
- Experience managing client caseloads

## **Training & Continuing Professional Development**

As an Innervate Career Adviser you will be offered at least 24 hours of paid CPD a year, as part of ongoing support from our dedicated Training and Development Manager, giving you the opportunity to expand your guidance skill set and develop your professional knowledge.

You will attend training and update sessions throughout the academic year, where our team of more than 20 Career Advisers come together to learn and share best practice. You may also have the opportunity to take a lead for key areas of work and key emerging industries.

## **Working as a self-employed career adviser for Innervate Career Services**

- The role is a contract position and term time only.
- Innervate Career Services Advisers are responsible for their own tax and National Insurance
- They will need to register as self-employed with HMRC and also register for National Insurance contributions
- ICT, stationery, petrol, sustenance, and insurances will be considered the cost of the Career Adviser but can be deducted as allowable expenses against any earnings
- The Career Adviser will be required to obtain professional liability and indemnity insurance.
- Career Advisers will be required to have an enhanced DBS before they begin the role which will be paid for by Innervate Career Services

## **Opportunities:**

We currently have opportunities in Hounslow, West London, Sutton, East Surrey, Oxted and Leatherhead

**Days:** Flexible, 1 - 5 days a week available

**Pay:** Competitive - dependent on experience

**To apply:** Please send your CV to Natalie Papworth: [natalie@innervatecareers.com](mailto:natalie@innervatecareers.com)