

JOB DESCRIPTION

Name:		Job Title:	Careers Advisor
Reports to:	Head of Careers & Employability	Job Location:	London
Department:	Degree Programmes	Job Family:	Team Leader and Specialist

SECTION 2

DEPARTMENT STRUCTURE

Please see appendix A attached.

OVERALL JOB PURPOSE

You will primarily be responsible for providing face to face and online careers advice, education, information and guidance for students studying on LIBF's full time degree programmes and supporting the Head of Careers & Employability in working with employers and external agencies to identify and source a range of opportunities for internships, placements and graduate jobs suitable for students entering the Banking and Finance and related sectors.

You will achieve this through providing extra-curricular teaching and one-to-one support. You will also be required to develop online resources and learning materials. A key aspect of this role will be for you to build relationships with staff, alumni and other professionals inside and outside LIBF in order to deliver the key milestones in our Careers & Employability strategy

The main aspect of the role is to provide:

- Careers guidance, advice and coaching via individual coaching sessions for students across all year groups
- Plan, develop and deliver face to face and online career workshops targeted to each year group
- Supporting the Head of Careers in Employer engagement activities, managing events and hosting speakers
- Sourcing opportunities via active business development
- Creating and curating a range of careers resources, including writing articles, blogs and contributing to social media
- Administer the online career centre

PRINCIPAL ACTIVITIES/OUTPUT OF THE JOB

- You will support all undergraduate students seeking careers advice and guidance as well as practical support with CVs and Cover Letters, online applications, online profile development, networking and connections with industry

- Provide 1-2-1 coaching sessions for students and guide them through the career coaching cycle of self-reflection, developing commercial awareness, creating marketing materials, networking, applying, interviewing and succeeding in obtaining internships and graduate jobs
- Administer the internships & placements programmes for students and support sourcing opportunities with SMEs and prepping students for short term opportunities
- Evaluate students skills and strengths in relation to Banking and Financial Services roles
- Use a variety of careers guidance, advice and information techniques but not limited to administering psychometric testing, coaching techniques, in depth career counselling
- Collaborate with other departments especially the Full Time Programmes Team and Marketing in ensuring that careers and employability information is clearly communicated to student and internal stakeholders in a timely and appropriate manner
- Contribute to the development of the careers and employability speaker series, helping the Head of Careers identify credible speakers for student talks
- Support the development of the Careers and Employability workshops, undertaking CV and CL workshops and labour market updates
- Represent the Careers and Employability department at various internal committees
- Administer on campus careers recruitment activity
- Contribute to external professional networks (including AGCAS) and build collaborative relationships and for own professional development
- Responsible for the production of weekly job alerts and administer the jobs board
- Support the delivery of the annual career conferences
- Support other HE activities such as open days, inductions and other students recruitment events.
- Responsible for collating surveys and feedback on the C&E service and reporting the data to appropriate committees.
- Working with the Head of C&E on developing and enhancing the provisions provided by the service and contributing to wider discussions such as NSS, Student Enhancement Committee etc.

Contacts and influence exercised

This role has influence to help deliver an outstanding student experience. The post holder will work closely across Higher Education and the wider organisation especially with the FT programmes Team. Other key contacts across the organisation including (but not limited to) Marketing Teams and Faculty.

DEFINITION /CLARITY

The primary functions of the post are clearly defined. It should be stressed that within the role the job holder should be flexible in their approach to assisting all other team members.

Signed: Post Holder	Date
Signed : Line Manager	Date

PERSON SPECIFICATION

Job Title: Careers Advisor

Department: Head of Careers

Qualifications, knowledge and professional memberships	Essential/desirable?	
A first degree in any subject	E	
A relevant professional qualification in Careers Guidance, Coaching, HR, CIPD, Organisational Psychology or equivalent.	E	
A good knowledge of the Banking and Financial Services labour markets or experience in working in recruitment.	D	
Technical competencies (skills and experience)	Essential/desirable?	
2 + years of experience in delivering careers guidance/information in a university or in house/recruitment agency setting	E	
A good understanding of the financial services or related sector developed through research and building relationships with employers	D	
Experience of delivering one-to-one support to individuals from a wide range of backgrounds	E	
Experience of giving presentations to a large audiences	E	
Successful design, delivery and evaluation of careers or personal development interventions	E	
Able to prioritise and manage projects in a timely and appropriate manner	E	
Excellent IT skills including Microsoft Office applications, email, web based applications and social media, especially LinkedIn.	E	
Proven ability to motivate students/clients	E	
Excellent oral and written communication skills including and excellent command of English language. The ability to communicate complex information clearly to a variety of audiences	E	
Core Competencies	E / D?	Step
Values		
Listening and Learning	E	1
Innovation	D	1
Support	E	1
Transparency	E	1

Collaboration	E	2
<i>Skills and Experience</i>		
Business thinking	E	2
Getting things done to achieve results	E	2
The Customer experience	E	2
Managing quality and standards	D	1
Applying judgement and taking decisions	D	1

Appendix A

