

## Job Description

### Careers Advisor: Future Navigators

Job Details	
Grade	C
Job Evaluation Number	A492
Number of Posts	5
Directorate	Corporate Parenting
Division	Leaving Care
Department	
Service Area	
Reporting to	Future navigators practice supervisor

#### Birmingham Childrens Trust l

**At Birmingham Childrens Trust, we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure that this is a place for young people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.**

#### 1.0 Portfolio Responsibilities

This role focuses on providing support for the management of all NEET and at risk of NEET activity.

Supporting and advising on apprenticeships, graduates, school leavers, work placements and interns for the Trust.

Supporting the Children in Care and Care leavers on the delivery of the Future Navigators Strategy.

Ensuring alignment between the Strategy and Directorate workforce plans through resourcing and development delivery

Developing relevant processes, materials and tools to support Children Looked After and Care leavers in early careers programmes.

Including supporting apprenticeships; growing talent; mentoring and coaching, accelerated development and high potential development

## 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Leading the development and delivery of programmes for providing career advice and assistance for Children Looked After and Care leavers from the age of 14 i.e. apprenticeships, training opportunities, introduction to work and work based placements .

Ensuring these programmes are aligned to Directorate workforce plans

Carrying out research on apprenticeship and development courses and programmes, including horizon scanning with other local authorities.

Presenting research to support collaborative working with Directorates and workforce planning

Working collaboratively with the Apprenticeship Programme in enabling the full utilisation of all available opportunities.

Developing a range of apprenticeship programmes for both entry level and continuous development of Children Looked After and Care leavers

Ensuring that all activity is recorded on Eclipse, and that reporting systems are created to track and monitor progress

Creative use of supporting materials to enable young people to become involved with projects.

Ability to produce creative and unique supporting materials, and training needs analysis for colleagues,

Early identification of a young person's skills and needs to match to programmes that meet their academic level and future aspirations

Supporting solutions to enable individuals to succeed and the Directorate workforce plans to be fulfilled

Establishing and delivering the early careers lifecycle, ensuring appropriate timeframe check points for progression of schemes. Include development plans, progress, milestone and stage gate reviews

Providing management information on support and guidance offered, output and outcomes and working towards agreed targets for young people who are NEET or at risk of NEET.

Providing workforce and early careers metrics, benchmarking and insight to measure performance and provide evidence-based solutions

Establishing and maintaining support materials, tools, forums and groups for the colleagues within the Future Navigators programmes

Championing the work of the Future Navigators team and sharing best practice, knowledge and experience

Championing equity, diversity and inclusion in all activities being undertaken as well as promoting the Trusts core values and behaviours

**3.0 Management Responsibilities (exclude those who are INDIRECTLY supervised i.e., through others)**

Post Title	Post Title – Grade – Number of Posts	Number of Posts
N/A	N/A – N/A – N/A	N/A

**Special Conditions**

Is Safeguarding Check needed?	DBS enhanced
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## Person Specification

Essential Criteria		
Method of Assessment (MOA): Application Form; Work Based Exercise; Interview; Qualification; Presentation		
Qualifications	AF	Have CIPD Level 3 or substantial equivalent experience of working at this level
Qualifications	AF	Have a training qualification or experience of delivering training packages / solutions within a large complex organisation
Experience	AF/I	Have experience of providing sound professional advice within the Early Careers / Apprenticeships / Graduates specialism
Experience	AF/I	Have experience of working with schools, colleges, universities other educational institutions and/or other learning providers.
Experience	AF/I	Experience of effectively evaluating and critiquing plans and solutions in relation to training or early careers activities.
Experience	I	Experience of working on projects to support and deliver specific outcomes.
Experience	I	Experience of using Electronic recording systems and software as well as the full range of MS Office products.
Skills	AF/I	Have excellent interpersonal, coaching and influencing skills, both verbal and in writing (including presentations). Demonstrate the ability to advise and guide a range of colleagues on area of expertise.
Skills	AF/I	Able to manage and take responsibility for own workloads, handle multiple priorities and meet deadlines. Working independently or as a team.
Skills	AF/I	Have a creative and innovative approach to dealing with issues and problem solving.

Skills	AF/I	Have good diagnostic skills with the ability to evaluate multiple sources of evidence creating insight and recommendations.
Knowledge	I	Have a good understanding of the early career journey and the inherent challenges and subsequent solutions.
Knowledge	I	Have a good understanding of how organisations function, and how talent and learning can enhance business outcomes.

All staff at BCT understand that employment on this job description is in line with the current BCT Workforce Contract

In line with your workforce contract, it may be reasonable from time to time to request employees to undertake other duties commensurate with your role. These requests should be exceptional. If you find these are anything other than a ‘time to time’ request, then it will be necessary for the role to be re-evaluated (following NJC Gauge principles) to maintain the integrity of BCT’s job evaluation scheme.

For reference your contract of employment states: From time to time, you may be required to undertake other or additional duties as we may reasonably require.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

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As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham Childrens Trust or Directorates they work in. Birmingham Childrens Trust will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

Birmingham Childrens Trust is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

Birmingham Childrens Trust safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Trusts website contains links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and Record and report any concerns or incidents.
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