



Job Description

JOB TITLE Careers Advisor: Future Navigators

Job Details	
Grade	C
Number of Posts	5
Department	Corporate Parenting - Leaving Care
Reporting to	Future Navigators Practice Supervisor

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Overview of the role:

- 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.

Key Responsibilities:

- Lead the development and delivery of programmes providing career advice and assistance for Children Looked After and Care Leavers from age 14, including: Apprenticeships, Training opportunities, Introductions to work, Work-based placements.
- Ensure all programmes align with Directorate workforce plans
- Conduct research into apprenticeship and development courses and programmes, including horizon scanning with other local authorities
- Present research findings to support collaborative working with Directorates and workforce planning activities
- Work collaboratively with the Apprenticeship Programme to enable full utilisation of all available opportunities
- Develop a range of apprenticeship programmes for both entry-level opportunities and continuous professional development for Children Looked After and Care Leavers
- Ensure all activity is accurately recorded on Eclipse, developing reporting systems to track and monitor progress
- Create and use engaging supporting materials to enable young people to actively participate in projects



- Produce creative and unique supporting materials and undertake training needs analysis for colleagues
- Identify young people's skills and needs at an early stage to match them with programmes aligned to their academic level and future aspirations
- Support solutions that enable individuals to succeed while also meeting Directorate workforce plan requirements
- Establish and deliver the early careers lifecycle, including: Defined timeframes, Progression checkpoints, Development plans, Milestones and stage-gate reviews.
- Provide management information on support and guidance offered, outputs and outcomes, and progress toward agreed targets for young people who are NEET or at risk of NEET
- Deliver workforce and early careers metrics, benchmarking, and insight to measure performance and inform 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

Key Information

Is a Safeguarding Check needed? (*DBS and Experian background checks*)

	Children	Adults	Children and Adults
Basic			
Enhanced	x		x

Will this position have Line Manager Responsibility?

No





Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	ESSENTIAL	Method of Assessment (M.O.A)
Qualifications	<ul style="list-style-type: none">• Have CIPD Level 3 or substantial equivalent experience of working at this level• Have a training qualification or experience of delivering training packages / solutions within a large complex organisation	AF
Experience	<ul style="list-style-type: none">• Have experience of providing sound professional advice within the Early Careers / Apprenticeships / Graduates specialism• Have experience of working with schools, colleges, universities other educational institutions and/or other learning providers.• Experience of effectively evaluating and critiquing plans and solutions in relation to training or early careers activities.• Experience of working on projects to support and deliver specific outcomes.• Experience of using Electronic recording systems and software as well as the full range of MS Office products.	AF/I
Skills	<ul style="list-style-type: none">• 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.• Able to manage and take responsibility for own workloads, handle multiple priorities and meet deadlines. Working independently or as a team.• Have a creative and innovative approach to dealing with issues and problem solving.• Have good diagnostic skills with the ability to evaluate multiple sources of evidence creating	AF/I



	<p>insight and recommendations.</p> <ul style="list-style-type: none">• Have a good understanding of the early career journey and the inherent challenges and subsequent solutions.• Have a good understanding of how organisations function, and how talent and learning can enhance business outcomes.	
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At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

