



Inspiring Young People

Job Description

Post Title

Information, Advice & Guidance
Careers Advisor (CEIAG)

Grade

SCP 22-24

Responsible to

Team Leader -Employability

Responsible for

No staff members

Context

Youth Connect South West was launched as a Public Service Mutual, limited company and registered charity in the South West of England in November 2019.

YCSW Alternative Education Team supports young people aged 16-25 with SEND who cannot access mainstream education.

Purpose of Job

- Produce tailored careers information, advice, and guidance resources to meet the needs of young people.
- Support the education leaders to implement and enhance the CEIAG programme to contribute towards meeting the Gatsby Benchmarks
- Provide careers advice and guidance in a one-to-one setting or group workshop to support students with their career aspirations.
- Assist students in developing career plans, setting educational goals, and identifying pathways to achieve them.
- Organise and conduct workshops, career fairs, and other events to inform students about career options and educational and personal development opportunities.

Creating opportunities with young people to



Youth Connect South West Accountabilities and Responsibilities

1. **Careers Information, Advice, and Guidance (CIAG):** Provide accurate and comprehensive information, advice, and guidance to students regarding educational and career choices for a fixed cohort of students on alternative education programmes, all of whom have special educational needs (SEN).
2. **Career Planning:** Assist students in developing career plans, setting educational goals, and identifying pathways to achieve them.
3. **One-on-One and Group Sessions:** Conduct individual and group sessions to offer guidance and support on academic and career-related matters.
4. **Multi-agency Working:** Liaise with external agencies, employers, and educational institutions to arrange work experience opportunities and provide relevant information to students.
5. **Workshops and Events:** Organise and conduct workshops, career fairs, and other events to inform students about career options and educational opportunities. Where appropriate joint working with Group Work Facilitators.
6. **Monitoring and Reporting:** Track and monitor student progress/destinations and achievements of career goals. Undertake administration duties to ensure that all delivery evidence is complete and compliant in line with contract and quality standards.
7. **Resource Development:** Develop and maintain up-to-date resources and materials to support the delivery of information, advice, and guidance.
8. **Professional Development:** Stay informed about the latest developments in career guidance and education by participating in professional development activities and networking with other IAG professionals.
9. **Gatsby Benchmarks:** Implement the eight Gatsby Benchmarks for good career guidance, ensuring a stable careers programme, learning from career and labour market information, addressing individual student needs, linking curriculum learning to careers, facilitating encounters with employers and employees, providing experiences of workplaces, organising encounters with further and higher education, and offering personal guidance.
10. **Taster Days and Work Experience:** Organise taster days and work experience opportunities, including coordinating logistics, liaising with employers, and ensuring students are prepared and supported throughout these experiences.
11. **Annual Reviews:** Provide input into the students' annual reviews, ensuring that their educational and career plans are aligned with their progress and aspirations.

Relationships

The post-holder is expected to develop and maintain positive relationships with individuals and organisations in order to ensure that YCSW can collaborate with

others to deliver effective and good quality work. In particular, the post-holder will need to have positive relationships with the following:

- **Internal** – Colleagues, Managers, Board Members and young people.
- **External** – Community organisations, communities, commissioners, and funders.

Responsibility for Staff and Resources

- The post has no responsibility for budgets or staff supervision.
- Any resources associated with work with young people

Working Environment

- The post is based at Southside Youth and Community Centre, Radstock Youth Hub and home working, when agreed.
- It is essential that the post-holder can travel independently within Bath and North East Somerset. A clean driving license and own transport is desirable.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development this will include training.

PERSON SPECIFICATION

Job Title: IAG Careers Advisor

Date prepared: February 2026

Requirements	Essential	Desirable
Qualifications and training	Level 6 qualification in Careers Guidance (CIAG).	
Experience	<p>Experience of working with young people preferably in a school or college setting providing career and educational guidance.</p> <p>Experience of engaging with and inspiring young people with SEND and disadvantage as well as with their parents/carers.</p>	
Knowledge	<p>In depth knowledge of education, employment, training and personal development opportunities that are available for young people and labour market information.</p> <p>Knowledge of the needs and challenges faced by students with special educational needs and disabilities (SEND) is essential</p>	
Skills & Abilities	Strong communication and interpersonal skills, with the ability to build rapport with students and colleagues.	

	<p>Excellent organisational skills and the ability to manage multiple tasks and priorities.</p> <p>Proficiency in using information technology to support career guidance activities, including databases and presentation software.</p>	
<p>Other job information</p>	<p>Demonstrate professional commitment to Children’s rights, equal opportunities and diversity.</p> <p>Postholder will be required to undergo training from time to time.</p> <p>The ability to cope with the duties and responsibilities of the post and the associated environment.</p>	<p>Flexible in approach to working pattern</p>

Youth Connect South West Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.
- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.
- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.