

*Empowering People to Make Successful Transitions*  
[www.complete-careers.com](http://www.complete-careers.com) or [www.careermark.co.uk](http://www.careermark.co.uk)

## **Complete - Careers LLP Job Advertisement**

Complete -Careers LLP is a vibrant growing business, based in Lincolnshire that offers national consultancy, CPD and quality assurance functions to benefit the broader Career Education Information Advice and Guidance community. Our ethos is to enable people to make successful transitions through learning, work and life. Between the partnership members there are over 50 years' knowledge, experience and expertise in delivering all aspects of careers education and guidance.

The client group for Complete-Careers LLP at present is predominantly schools, academies and colleges but in the future, we are looking to expand; enabling individuals to succeed in transitions, solutions for employers to facilitate economic growth and services to parents/families to better prepare their children for their next steps.

To help our partnership grow, we are looking to appoint experienced part time Careers Advisers from September 2019, on 2/3 day a week contracts (applicant dependent) across specified regional areas agreed with the employers, with a base supplied at the Complete-Careers office in Lincoln and the opportunity for flexible work arrangements. Contract types differ slightly with one offering a minimum of 52 weeks and another offering a minimum of term time work for one academic year.

At Complete-Careers we are flexible employers who value and invest in our employees ensuring they are paid at least the national living wage as well as being committed to providing a healthy work/life balance with benefits such as;  
provision of CPD opportunities including the possibility of a Mentor, payment of CDI registration, mileage travel allowance where appropriate, administration days, as well as scope for progression and promotion.

### **The roles:**

- Career Guidance Practitioner: £25, 000 pro rata. This job role is 117 days of work, including leave days, over 11 months. The adviser/s will work with students and schools in a variety of different ways, to be agreed in relation to the needs of the company, its clients and the employee.
- Senior Career Professional: £27, 000 pro rata over 52 weeks. This job role is 156 days of work, including leave days, over 12 months (ideally all leave must be taking in school holidays). This Management position will be required to carry out similar duties to the term time adviser. In addition, this individual will be required to manage a variety of individuals and contracts.

Eligibility: All offers of employment are subject to an enhanced DBS check  
For either of the following roles candidates MUST:

- Have the right to work in the UK
- Have a full driving licence with no more than 3 penalty points and own transport
- Have a minimum of Level 6 Careers Guidance qualification
- Already be/be eligible to be on the CDI professional register
- Be up to date with current safe-guarding and confidentiality practices for working with young people, including vulnerable learners

**Address:** Complete Careers Greetwell Place Lime Kiln way Lincoln LN2 4US

**Email:** [contact@careermark.co.uk](mailto:contact@careermark.co.uk)

**Phone:** 01522 262922

*Empowering People to Make Successful Transitions*  
[www.complete-careers.com](http://www.complete-careers.com) or [www.careermark.co.uk](http://www.careermark.co.uk)

**We would like candidates who:**

- Have previous experience in the careers field
- Are highly motivated individuals who work well in a team
- Are reliable and hardworking whilst being honest and trustworthy
- Are willing to be flexible and good at self-managing
- Are able to work with a wide range of individuals
- Have a good knowledge and understanding of Microsoft programmes (i.e. Word, Office)
- Have the ability be innovative and enterprising

**Career Guidance Practitioner Key Tasks and Responsibilities**

- Provide impartial advice, guidance and support to students, in schools during one to one or group situations, supporting their decisions regarding progression routes in schools.
- Work with on an agreed Careers Action plan, with individual students. Ensuring the agreed method of recording this information with both the student and the school is upheld.
- Liaise with school staff, parents/carers and outside agencies, as and when appropriate.
- Maintain accurate management information including Destination Data.
- Support careers related activities in school as required e.g. PSHE days, Careers Fair.
- Maintaining your own eligibility to be on the CDI register.
- Attend Complete-Careers CPD days 3 times a year.
- Work closely with other Career professionals linked to Complete-Careers LLP
- Encourage schools to work towards the Quality in Careers standard award provided by Career Mark
- Attend meetings and carry out other duties as requested by Complete-Careers.

**Senior Career Professional Key Tasks and Responsibilities**

This role will include all of the key tasks and responsibilities of the term time advisor plus the following:

- To line manage and provide support to the career's adviser, completing 6 monthly reviews
- Observe a minimum of one guidance interview conducted by the term time advisor annually.
- To liaise and negotiate with new schools who wish to purchase guidance
- To contact each contracted school on a termly basis as well as completing an annual review to ensure satisfaction
- To manage the pool of guidance associates, allocating work appropriately
- To lead on and quality assure all operational guidance materials to include action planning protocol and other key documents (e.g. career information)
- To promptly and professionally manage any unforeseen occurrences

**Address:** Complete Careers Greetwell Place Lime Kiln way Lincoln LN2 4US

**Email:** [contact@careermark.co.uk](mailto:contact@careermark.co.uk)

**Phone:** 01522 262922